DOCUMENT RESUME

ED 200 797 CE 028 603

TITLE	Handbook for the Implementation of School-to-Work Transition Skills for Disadvantaged Youth.
INSTITUTION	Pennsylvania State Univ., University Park. Div. of Occupational and Vocational Studies.
SPONS AGENCY	Pennsylvania State Dept. of Education, Harrisburg. Bureau of Vocational and Technical Education.
PUB DATE	Jul 81
NOTE	166p.
EDRS PRICE	MF01/PC07 Plus Postage.
DESCRIPTORS	Basic Skills; Daily Living Skills; Demonstration Programs; *Disadvantaged Youth; *Educational Resources; *Education Work Relationship; Guidelines; Higher Education; Job Search Methods; Job Skills; *Program Implementation; *Teacher Education; *Vocational Adjustment

ABSTRACT

This handbook is designed for use by teacher educators in the preparation, implementation, and maintenance of programs on school-to-work transition skills for disadvantaged youth. It consists of five sections. Section 1 contains a listing of school-to-work transition skills (pre-employment, job search, and post-employment skills) for disadvantaged youth. Section 2 presents a description of sources from which teacher educators can obtain information relating to more than 500 exemplary programs. Section 3, in which resource materials are related to the transition skills, consists of the following three subsections: (1) a skill/material cross reference, (2) a listing of materials which can be used to teach the various skills, and (3) a publisher/skill cross reference list. Section 4 contains a comprehensive listing of general information sources of interest to teachers of the disadvantaged. A bibliography of materials used in the construction of the handbook is provided in section 5. Appendixes contain a listing of publisher addresses and a state-by-state directory of national diffusion network facilitators. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED200797

HANDBOOK

for

THE IMPLEMENTATION OF SCHOOL-TO-WORK TRANSITION SKILLS FOR DISADVANTAGED YOUTH

Jerry L. Wircenski	Project Co-Director
David Lynn Passmore	Project Co-Director
Borden Emshoff	Project Assistant
Unal Ay	Project Assistant
Mehmet Kulahci	Project Assistant

Developed by the Division of Occupational
and Vocational Studies
The Pennsylvania State University
as part of a Grant from
The Pennsylvania Department of Education
Bureau of Vocational Education

July 1981

CE 028 603

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

DISCLAIMER

This activity was supported in whole or in part by the United States Department of Education through the Pennsylvania Department of Education (PDE), Bureau of Vocational Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the United States Department of Education, Pennsylvania Department of Education (PDE), or the Bureau of Vocational Education and no official endorsement should be inferred.

This handbook was developed as part of a grant entitled "School-to-Work Transition Skills for Disadvantaged Youth" conducted by the Division of Occupational and Vocational Studies of the Pennsylvania State University.

ACKNOWLEDGEMENTS

The efforts and assistance of many individuals were intertwined in the preparation of this handbook. We would like to thank Dr. Jerry Olson, State Director of Vocational Education, and Mr. Wayne L. Grubb, former Consultant for Disadvantaged and Handicapped, for their administrative support.

A special thanks also must be extended to the publishers, professional associations, and Pennsylvania teacher educators and employers. This handbook could not have been completed without the assistance of these persons.

Jerry L. Wircenski
Associate Professor and
Project Co-Director

David Lynn Passmore
Associate Professor and
Project Co-Director

Division of Occupational and
Vocational Studies
The Pennsylvania State University
University Park, PA 16802

PREFACE

Transition of youth from school to work is one of the most troublesome aspects of growing up. Youth unemployment has always been high relative to other cohorts. Unemployment rates for non-white youth in urban areas are often three or more times higher than the already high rate for all youth. Youth unemployment often leads to more frequent and longer adult unemployment, as well as to lower adult wage rates. The problems of youth employment are manifest in society in the form of increased transfer payments, lower income tax revenues, and productivity losses. Individual costs to youth are particularly exacerbating since most youth view legal work as the key to desired lifestyles, an opportunity for personal expression, and a contribution to the community.

The successful transition of youth from school to work is often hampered because youth are frequently ill-prepared to conduct a productive job search, to participate in a successful interview, or to adjust to the work rules, standards, and social and communications networks to which they must adhere on their first jobs. Disadvantaged youths probably feel the results of these deficits in transition skills more than other youths. One of the major tasks facing vocational educators is the implementation of transition skills for disadvantaged youth.

This Handbook will be of assistance to vocational educators in the selection of applicable transition skills, the procurement of resource materials, the identification of exemplary programs, and the identification of key personnel and officers at the federal and state levels, in research centers, and in professional organizations. The Handbook consists of five major sections: (1) A listing of school-to-work transition skills for disadvantaged youth, (2) sources of information pertaining to exemplary programs for disadvantaged youth, (3) resource materials applicable to the delivery of the skills, (4) a listing of general information sources, and (5) a bibliography of references used in the construction of the handbook.

It is our desire that the Implementation of School-to-Work Transition Skills Handbook can contribute to the improvement of employability skills instruction for special needs learners.

TABLE OF CONTENTS

Section — Page

How to Use this Handbook 1

I Transition Skills List 3

II Exemplary Program Information Sources 9

III Resource Materials

III-1 Transition Skills/Resource Materials Cross Reference 11

III-2 Resource Material Characteristics 71

III-3 Publisher/Transition Skills Cross Reference 98

IV General Information Sources

IV-1 Journals 102

IV-2 U.S. Department of Education 108

IV-3 Pennsylvania Department of Education 110

IV-4 National Network for Curriculum Coordinators in Vocational and Technical Education 111

IV-5 Regional Officers of Education (U.S. Department of Education) 115

IV-6 State Directors of Vocational Education - State Directors of Career Education 116

IV-7 State Research Coordinating Units 121

IV-8 ERIC Clearinghouses 125

IV-9 State Consultants for Programs for the Disadvantaged 126

IV-10 Regional Resource Centers 132

IV-11 Research Centers 134

IV-12 Indices 135

IV-13 Associations (Professional, Advisory, Research) 136

V Bibliography 138

Appendix A National Diffusion Network Facilitators 150

Appendix B Publishers 156

HOW TO USE THIS HANDBOOK

This handbook has been designed to be used primarily by teacher educators in the preparation, implementation, and maintenance of programs for the delivery of school-to-work transition skills to disadvantaged youth. It will be used most effectively by a teacher who is thoroughly familiar with its contents. Accordingly, the following paragraphs present a brief description of the contents of each section and suggest approaches for using the handbook.

Section Overview

Section I. Contains a listing of school-to-work transition skills for disadvantaged youth. The list was compiled from an extensive review of the literature and was validated by Pennsylvania teacher educators and employers. Selected state administrators program directors, and specialists in the education of special needs learners also participated in the validation program.

The skills are grouped into three major categories: (1) pre-employment, (2) job search, and (3) post employment skills. Each major category has been divided in a form similar to a standard outline. Skills, groups of skills, major areas, and categories are identified by number as well as title. The categorization and enumeration of the skills should permit teacher educators to select and teach only those skills or groups of skills which are applicable to particular disadvantaged populations. The categorization scheme also suggests a sequence of instruction.

Section II. Contains a description of sources from which teacher educators can obtain information relating to more than 500 exemplary programs. Easily and inexpensively procured, each source will provide program descriptions and identify key personnel. This section is intended to allow teacher educators to identify transferable programs rather than "reinvent wheels." The sources are arranged in the order in which they should be examined. In any event, the National Diffusion Network should be consulted first.

Section III. Relates resource materials to the transition skills. It contains three subsections. A skill / material cross reference list is contained in subsection III-1. The skills are listed and under each, as applicable, are listed the materials which can be used to teach the skills. Resource materials are listed in subsection III-2 and subsection III-3 provides a publisher/skill cross reference list.

The data contained in section III were obtained from publishers. More than 300 publishers were asked to identify materials which could be used to teach specific skills and to submit the materials for evaluation. The list is not complete, but it does identify selected materials and publishers. It should be noted that prices, where listed, are approximate, and of course, are subject to change. Mailing addresses of publishers are listed in Appendix B.

Section IV. Contains a comprehensive listing of general information sources which are of interest to teachers of the disadvantaged. The lists are much too exhaustive to describe in detail here. The handbook user is encouraged to simply browse through section IV to become familiar with its contents.

Section V. Contains a bibliography of materials used in the construction of the handbook. Many excellent materials which could not be placed in Section III can be found in this section. For instance, the reader will find many excellent bibliographies of resource materials, program models for the employability training of the disadvantaged, and many references on career education and youth employment.

Suggested Approaches to using the Handbook

Problem	Refer to
What skills to teach?	(1) Section I (2) Section V
What resource materials can be used to teach specific skills?	(1) Section III-1 (2) Section III-2
Which publishers produce materials for specific skills?	(1) Section III-3
Where to write publishers?	(1) Appendix B
Where to locate information on programs which have proven successful?	(1) Section II
Are government funded programs available?	(1) Section II
Who is the state curriculum specialist?	(1) Section IV-4
Who is the state consultant for programs for the disadvantaged?	(1) Section IV-9
Are free curriculum materials available?	(1) Section V
Are state funded research grants available for program design and implementation?	(1) Section IV-7

I

SCHOOL-TO-WORK TRANSITION SKILLS FOR DISADVANTAGED YOUTH

1. PRE-EMPLOYMENT

1.1 EDUCATIONAL

1.1.1 COMMUNICATION SKILLS

1.1.1.1 Speak clearly and articulately using correct grammar

1.1.1.2 Give or follow directions clearly and accurately

1.1.1.3 Make accurate reports of observations

1.1.1.4 Communicate effectively by telephone

1.1.1.5 Interpret and/or request clarification of oral and written instructions and directions

1.1.1.6 Judge the temperament, mood, and intent of others

1.1.1.7 Interpret non-verbal actions

1.1.1.8 Criticize without degrading or belittling

1.1.1.9 Give or accept praise

1.1.1.10 Accept and acknowledge criticism and rejection

1.1.1.11 Demonstrate tact and poise when speaking in stressful situations

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

1.1.2.1 Collect and organize data using libraries, business bureaus, civic and government organizations, professional, and fraternal associations, and businesses

1.1.2.2 Analyze information, define problems, and identify possible solutions and alternatives

1.1.2.3 Reconcile conflicting demands and conflicts of interest

1.1.3 READING

1.1.3.1 Read and comprehend newspapers, magazines, reports, and memorandums

1.1.3.2 Read and interpret advertisements, contracts, licenses, labels, directions, maps, catalogs, and signs

1.1.4 WRITING

1.1.4.1 Write legibly, using correct grammar and spelling

1.1.4.2 Prepare business and personal letters

1.1.5 COMPUTATION

1.1.5.1 Perform basic numerical calculations (addition, subtraction, multiplication, and division) with whole numbers, fractions, and decimals

1.1.5.2 Use percentages, ratios, and proportions

1.1.5.3 Use metric measurements in calculations and conversions

1.1.5.4 Compare numerical values to determine ranges, averages, etc.

1.1.5.5 Interpret graphs, charts, and tables

1.2 BEHAVIOR

1.2.1 BEHAVIORAL CHARACTERISTICS

1.2.1.1 Demonstrate self-confidence, attentiveness, and cooperativeness

1.2.1.2 Be tactful, trustworthy, helpful, and considerate

1.2.1.3 Demonstrate a sense of humor

1.2.1.4 Demonstrate a respect for authority

1.2.1.5 Demonstrate a sense of responsibility

1.2.1.6 Demonstrate initiative, good judgment, and integrity

1.2.1.7 Demonstrate a positive self-concept

1.2.1.8 Demonstrate realistic expectations

1.2.1.9 Present a neat, clean, and appropriate appearance

1.2.1.10 Respect the rights and property of others

1.2.1.11 Manage time effectively

1.2.1.12 Anticipate consequences of personal actions

1.2.1.13 React appropriately to aggressive behavior

1.3 OCCUPATIONAL EXPLORATION

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

1.3.1.1 Identify occupations and professions through information sources and occupational and professional organizations

1.3.1.2 Evaluate occupational apprenticeships and other training opportunities

1.3.1.3 Investigate careers in government service including local, state, and federal civil service occupations and active and reserve military programs

1.3.1.4 Evaluate educational opportunities including college, vocational training, home-study programs, adult and life-long learning programs

1.3.1.5 Assess the occupational outlook for high school drop outs, high school and technical school graduates, and college graduates

1.3.1.6 Investigate the legal aspects of work including the social security system, unemployment and workmen's compensation, the rights and responsibiliities of workers, safety and health regulations, work permits, and racial and sex equity in the work place

1.3.1.7 Demonstrate an understanding of the economics of employment including the production and consumption of goods and services, business profits and losses, competition and prices, supply and demand, the effects of credit on the economy, labor organizations, taxes, and government regulatory agencies

1.3.2 CAREER SELECTION

1.3.2.1 Assess personal aptitudes, abilities, interests, values, and needs

1.3.2.2 Determine an occupational preference and make a career choice based on assessment of needs

1.3.2.3 Develop a career plan

2. EMPLOYMENT SEARCH

2.1 JOB SEARCH

2.1.1 LOCATING JOB OPENINGS

2.1.1.1 Investigate the services of employment agencies

2.1.1.2 Locate job openings through newspapers, personal contacts, and through direct contact with employers

2.1.2 RESEARCHING COMPANIES PRODUCTS, SERVICES, AND PERSONNEL

2.1.2.1 Identify a prospective employer's products and services

2.1.2.2 Determine key contacts within a prospective employer's organization

2.2 JOB APPLICATIONS

2.2.1 Prepare letters of inquiry or application

2.2.2 Compile a list of references

2.2.3 Prepare application forms

2.2.4 Apply for a social security card, work permit, and licenses

2.2.5 Prepare a resume

2.3 EMPLOYMENT TESTS

2.3.1 Determine which type of employment test a prospective employer administers

2.3.2 Prepare for common types of employment tests

2.4 JOB INTERVIEWS

2.4.1 Demonstrate an attitude appropriate for a job interview

2.4.2 Discuss prior work experiences, and personal, character, and job references

2.4.3 Discuss personal aptitudes with respect to a prospective employer's requirements

2.4.4 Document and discuss all training and education relevant to job openings

2.4.5 Discuss wages and salaries with a prospective employer

3. POST-EMPLOYMENT

3.1 WORK RELATED SKILLS

3.1.1 COMPANY KNOWLEDGE FACTORS

3.1.1.1 Describe an employer's management structure

3.1.1.2 Identify and evaluate company pay and benefit plans including merit raises, health and dental plans, life insurance plan, credit unions, payroll deductions, educational benefit, and company training

3.1.1.3 Demonstrate a knowledge of the employee's union, including its structure, dues, policies, mission, meetings and obligations

3.1.1.4 Identify company career paths

3.1.1.5 Demonstrate a knowledge of safety and emergency procedures, and on-site health care services

3.1.1.6 Demonstrate a knowledge of company rules and regulations such as grievance procedures, etc.

3.1.1.7 Demonstrate a knowledge of the procedures for requesting a raise

3.1.2 EMPLOYEE CHARACTERISTICS

3.1.2.1 Display motivation toward work

3.1.2.2 Adjust to changes in work conditions

3.1.2.3 Tactfully accept or decline overtime work requests

3.1.2.4 Demonstrate loyalty to company

3.1.2.5 Tactfully handle frustration at work

3.1.2.6 Participate in work related social activities

3.1.2.7 Work effectively without supervision or with limited supervision

3.1.2.8 Maintain a good work attendance record

3.1.2.9 Follow directions correctly and complete assigned tasks

3.1.2.10 Ask questions when confused

3.1.2.11 Demonstrate a willingness to improve personal capabilities and acquire new skills

3.1.2.12 Be a productive employee

3.1.2.13 Work effectively as a team member and get along with other employees

3.2 LIVING

3.2.1 MANAGING PERSONAL FINANCES

3.2.1.1 Identify, evaluate, and use the services of banks and credit unions, such as savings and checking accounts, direct deposit and automatic payment services, and financial counseling services

3.2.1.2 Evaluate the methods and costs of borrowing money including types of loans, sources of loans, collateral, interest rates, installment contracts, and credit cards

3.2.1.3 Evaluate life insurance programs and policies

3.2.1.4 Prepare and maintain a budget

3.2.1.5 Establish a credit record

3.2.2 MAINTAINING A RESIDENCE

3.2.2.1 Locate apartments and houses available for rent, lease, or purchase

3.2.2.2 Read and interpret rental agreements and leases

3.2.2.3 Obtain renters or homeowners insurance

3.2.2.4 Obtain the services of utility companies

3.2.2.5 Calculate the cost of maintaining a residence

3.2.2.6 Be aware of the requirements and procedures for sub-leasing

3.2.2.7 Explain the rights and responsibilities of tenants

3.2.3 BEING A WISE CONSUMER

3.2.2.1 Select and purchase an automobile, furniture, and other personal property

3.2.3.2 Select and purchase automobile insurance

3.2.3.3 Identify deceptive advertising practices

3.2.3.4 Identify reputable and disreputable businesses

3.2.3.5 Explain the rights of a consumer including laws, contracts, repossessions, and small claims courts

3.2.3.5 Distinguish between civil and criminal charges

3.2.4 BUSINESS AGREEMENTS

3.2.4.1 Locate, hire, or enter into agreements with attorneys, contractors, and other professionals or businessmen

3.2.4.2 Return defective merchandise to place of purchase

3.2.4.3 Interpret sale prices

3.2.4.4 Use comparison shopping techniques

3.2.4.5 Interpret unit pricing of food items

3.2.4.6 Identify prices which are fixed by law

3.2.4.7 Recognize and report illegal business practices such as deceptive packaging, bait and switch tactics, failure to post prices, illegal sales, fraud, shoddy work, and unlicensed salespersons

3.2.4.8 Make mail order and catalog purchases

3.2.4.9 Recognize the pricing techniques by small business and tradespersons

3.2.4.10 Use newspapers and other sources to sell personal possessions

3.2.5 PERSONAL HEALTH AND SAFETY

3.2.5.1 Select a personal physician and dentist

3.2.5.2 Maintain a proper diet

3.2.5.3 Exercise safety procedures in the home

3.2.5.4 Maintain physical fitness

3.2.6 COMMUNITY RESOURCES

3.2.6.1 Identify and describe community health related services such as home care, venereal disease, mental health, and alcohol and drug abuse services, etc.

3.2.6.2 Identify and describe community family related services including marital counseling, problem pregnancies, unfair treatment, children and youth, and nursing home services, etc.

3.2.6.3 Identify and describe community information services such as housing, education, consumer, library, and hot line services, etc.

3.2.6.4 Identify and describe community legal and financial counseling, and law enforcement services, etc.

3.2.6.5 Identify and describe community services such as recreation, transportation, employment, and emergency services, etc.

3.2.7 GOOD CITIZENSHIP PRACTICES

3.2.7.1 Explain the rights and responsibilities of citizens

3.2.7.2 Exercise the right to vote

3.2.7.3 Discuss local, national, and world events

3.2.7.4 Assist other persons through participation in volunteer organizations

II

EXEMPLARY PROGRAM INFORMATION SOURCES

The purpose of this section is to identify sources of information relating to exemplary programs for the delivery of school-to-work transition skills to disadvantaged youth. The following references will provide the reader with information relating to more than 500 programs.

1. National Diffusion Network (NDN)

The National Diffusion Network is a nationwide system established by the Department of Education to assist schools, post-secondary institutions and others to improve their education programs through the adoption of already developed, rigorously evaluated, exemplary education programs. Only those programs which have been certified by the Joint Dissemination Review Panel (JDRP) are included in the NDN. The Department of Education's JDRP is a panel of federal evaluation experts that reviews and approves exemplary education programs for dissemination by the NDN.

The NDN operates through two kinds of projects - Developer/Demonstrators and Facilitators. Developer/Demonstrators are exemplary projects that receive federal funds to provide training, material, and technical assistance to those who adopt their programs. NDN Facilitators are the principal link between Developer/Demonstrators and those seeking new programs. They help to identify suitable NDN programs and assist with adoption, training, and operation. Many Facilitators also help local school districts with other planning.

Pennsylvania's NDN Facilitators are:
Richard Brickley or
Carolyn Trohoski
R.I.S.E. - Pennsylvania State Facilitator
198 Allendale Road
King of Prussia, PA 19406
(215) 265-6056

Appendix A contains a list of NDN Facilitators for all states.

The NDN's publication, Educational Programs That Work, contains 238 JDRP approved programs. It is available for $5.50 from the Far West Laboratory for Educational Research and Development, 1855 Folson St., San Francisco, CA 94103. Orders should be pre-paid. The Pennsylvania facilitator should be contacted by phone prior to ordering the publication.

2. Exemplary Programs For The Disadvantaged: A Report of A National Study

This monograph is the result of a national study of exemplary programs for disadvantaged learners at the secondary, post-secondary or adult levels. It contains descriptions of 67 programs which were identified as exemplary by the Directors of Vocational Education of the 50 states, the District of Columbia, and 5 U.S. Territories. The monograph is available from the ERIC Document Reproduction Service (ED 185 297).

3. Assessment of Need in Programs of Vocational Education for the Disadvantaged and Handicapped.
Final Report. Volume II. Compendium of Descriptions of Exemplary Programs.
Parsons, E. A., Hughes, J. G., & Rice, E. 1975

This publication is the second of a three-volume report of a national study whose primary objectives were to quantify resource utilization patterns of vocational education programs effectively serving special needs populations and to develop a methodology for estimating resources required to successfully serve these populations. It is a compendium of descriptions of 55 successful programs serving vocational education disadvantaged students. The report is available from the ERIC Document Reproduction Service (ED 136 023).

4. Vocational/Career Education Programs for Persons With Special Needs
Tindall, L. W. 1976

This catalog provides information on 159 vocational/career education programs which were funded by the 1968 vocational amendments and Wisconsin's 16 vocational-technical and adult education districts to provide services to special needs students. The catalog is available from the ERIC Document Reproduction Service (ED 132 280).

5. Educational Opportunities Through Federal Assistance Programs. Fiscal 1978
1979

This report summarizes Ohio's federally funded assisted educational programs for the 1977-78 academic year. The report includes reviews of basic programs for disadvantaged youth. It is available from the ERIC Document Reproduction Service (ED 174 698).

6. Career Education Programs For The Disadvantaged
Robertson, J. M. 1973

This report identifies successful components of career education programs for the disadvantaged. On preparing the report, the investigator analyzed 54 exemplary programs. It is available from the ERIC Document Reproduction Service (ED 072 205).

III-1

TRANSITION SKILLS/RESOURCE MATERIALS CROSS REFERENCE

The purpose of this section is to relate the transition skills to resource materials. The general format of the section is the same as that of Section 1. However, resource materials are listed under applicable skills areas. For example:

1 Pre-Employment
1.1 Educational
1.1.1 Communication Skills
  005 Title of Material
  Author Note/Price
  Publisher Publication Date

The number of the resource material (005 in the example) is to be used to identify characteristics of the material in Section III-2. Any omitted items such as price, author, or publication date were not known at the time the material was evaluated. All prices listed should be considered to be only approximations of the actual price. It should also be noted that materials were categorized by skills on the basis on content, not title. Titles were not found to be consistent indicators of applicability.

1. PRE-EMPLOYMENT

1.1 EDUCATIONAL

1.1.1 COMMUNICATION SKILLS

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802 Publication Date: 1979

023 The Fitzhugh Plus Programs
Kathleen Fitzhugh & Loren Fitzhugh 10 Books/Price $31.00
Allied Educational Press Publication Date: 1969-1980

025 Mott Basic Language Skills Programs -- Comprehension Series
Byron E. Chapman, et al. 8 Books/Price $29.00
Allied Educational Press Publication Date: 1977-1978

026 Mott Basic Language Skills Programs -- Classroom Series
Byron E. Chapman, et al. 7 Books/Price $32.00
Allied Educational Press Publication Date: 1977-.979

027 Mott Basic Language Skills Programs -- Semi-Programed Series
Byron E. Chapman, et al. 16 Books/Price $70.00
Allied Educational Press Publication Date: 1979

045 Do you really communicate?
Clara T. Appell, Program Consultant Price $40.00
Butterick Publishing Publication Date: 1980

052 Interpersonal Skills for Creative Living
Josephine A. Foster Books & Sprit Masters/ Price $23.00
Butterick Publishing & Visual Education Corporation

053 Basic Concepts in Home Economics: Relationships
Karen Theroux, Editor
Butterick Publishing Publication Date: 1979

054 Entering the World of Work
Tom Mellers
Butterick Publishing Publication Date: 1975

055 Personal Finance: You and Your Money
Tom Mellers
Butterick Publishing Publication Date: 1976

056 Parent, Child, and Center
Jane O'Connor
Butterick Publishing Publication Date: 1979

057 Helping Children Grow
Jane O'Connor
Butterick Publishing Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

059 The Role of the Child Care Aide -- You and Child Care
Jane O'Connor
Butterick Publishing Publication Date: 1979

060 Management for Living (Program 1 & 2)
Karen Theroux (Project Editor)
Pamela Swack (Consultant)
Butterick Publishing Publication Date: 1978-1979

061 Thinking Fundementals
N/A 4 Filmstrips, 2 Cassettes
Eye Gate Media Publication Date: N/A

1.1.1 COMMUNICATION SKILLS

062 How to Read
N/A 2 Series (6 Filmstrips; 3 Cassettes)
Eye Gate Media Publication Date: N/A

066 Essential Study Skills, Getting a Head Start on Life
N/A (4 Filmstrips; 2 Cassettes)/ Price $68.00
Eye Gate Media Publication Date: N/A

075 Selected Curriculum Materials for Disadvantaged Work Experience Programs
G. J. Pinchak, & T. Marano (Eds.)
Ohio Distributive Education Materials Lab. Publication Date: 1976

078 Reading to Succeed in Tomorrow's Jobs
Shirley Hollingsworth, Editor
Ohio Distributive Education Materials Lab. Publication Date: 1976

079 Success: A Teaching Unit about Job Application Forms
Richland County Public Schools, Ohio
Ohio Distributive Education Materials Lab.

080 Dress to Impress
Ronald Simon, et al.
Ohio Distributive Education Materials Lab.
and Ohio Department of Education Publication Date: 1976-1977

082 Program Standards for Public Schools
N/A
Occupational Curriculum Laboratory
East Texas State University
Commerce, TX 75428 Publication Date: 1978

083 Exploring Career Decision-Making
David W. Windfordner Price $12.00
McKnight Publishing Co.
and Appalachia Educational Laboratory, Inc. Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Western Illinois University
Publication Date: 1979

086 Write Better, Speak Better
N/A
Readers Digest Educational Division Publication Date: 1978

088 Triple Takes
Sally Sonzell Berke, Project Editor 12 Books
Reader's Digest Educational Division
Specialized Education Systems, Inc.
Pleasantville, NY 10570 Publication Date: 1979

098 Job Instruction Training
Dean A. Hawley
Distributive Education Materials Laboratory

101 Owning an Automobile
Betty Herzog
Follett Publishing Company Publication Date: 1982

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

104 Becoming a U.S. Citizen
Betty Herzog
Follett Publishing Company Publication Date: 1982

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab.

1.1.1 COMMUNICATION SKILLS

107	Business Communications Deedee Stocker Napier Instructional Materials Lab. University of Missouri - Columbia	Price $16.00 Publication Date: 1977
108	Job Application and Interview Richard C. Lacy, et al. Instructional Materials Lab. University of Missouri - Columbia	Price $16.00 Publication Date: 1979
111	Written Communications Charlene Schillie Instructional Materials Lab. University of Missouri - Columbia	Publication Date: 1980
114	Communication Skills for Succeeding in the World of Work Alice R. Geoffray and others McKnight Publishing Company	5 Packages/Price $300.00 Publication Date: 1977-1978
115	The Fascinating World of Work N/A National Career Consultants, Inc.	Price $36.00 Publication Date: 1977
116	Planning for Success N/A National Career Consultants, Inc.	Price $400.00 Publication Date: 1981
123	Survival Skills in the World of Work Fred Pyrczak J. Weston Walch, Publisher	50 Spirit Masters/Price $17.00
124	Banking Is (Series) Ora Mae Kirk (Editor) National Learning Productions, Inc.	4 Manuals Publication Date: 1977
125	Writing Business Letters and Reports Cormella E. Mansfield and Margaret Hilton Bahniuk Bobbs-Merrill Educational Publishing	Publication Date: 1981
126	Your Career, A Contemporary Approach to Self-Development N/A Bobbs-Merrill Educational Publishing	Publication Date: 1975
127	Your Career in The World of Work Milton K. Berlye Bobbs-Merrill Educational Publishing	Publication Date: 1975
133	Skills in Reading N/A Cambridge, The Basic Skills Company, A New York Times Company	3 Books Publication Date: 1978
134	Basic Skills with Math, A General Review Gerry Howett Cambridge, The Basic Skills Company, A New York Times Company	Publication Date: 1980
135	Just Around the Corner N/A Cambridge Book Company, A New York Times Company	4 Books Publication Date: 1977; I 1978; II, III, IV
136	Skills in Language N/A Cambridge, The Basic Skills Company, A New York Times Company	2 Books Publication Date: 1979

1.1.1 COMMUNICATION SKILLS

139 Spelling
Cambridge, The Basic Skills Company
A New York Times Company   Publication Date: 1976

140 Increase Your Vocabulary
Phyllis Mathis   2 Books
Cambridge, The Basic Skills Company   Publication Date: 1976

141 Basic Skills for Grammar
Ralph K. Aloer   2 Books
Cambridge, The Basic Skills Company
A New York Times Company   Publication Date: 1976

142 Reading for Comprehension
Angela P. Ryan, Editor   2 Books
Cambridge, The Basic Skills Company   Publication Date: 1977

165 From Pictures to Passages - Building Skills in Reading Comprehension
Jane L. Evanson
Contemporary Books Inc.   Publication Date: 1978

168 Communication Concepts
N/A   Set of Materials/Price $30.00
J. C. Penney Co., Inc.

169 Preparation for ACT Assessment
American College Testing Program
N/A   Price $4.95
Contemporary Books Inc.   Publication Date: 1976

170 GED - How to prepare for the High School Equivalency Examination
Kathryn Fiddle , David Alexander, Harriet Diamond
Phyllis Dutwin   4 Books
Contemporary Books Inc.   Publication Date: 1976

175 Organizing and Reporting Skills
N/A   Price $222.00
SRA - Science Research Associates Inc.

181 An Introduction to Selling: Part One Personal Skills, Part Two Selling Skills
N/A   Price $245.00
Prentice-Hall Media

223 Everyday Survival Skills, Mostly Money Matters
Dr. Ray Brookel   3 Books/Price $20.00
Hayes School Publishing Co., Inc.   Publication Date: 1980

230 Practical English Handbook
Floyd C. Watkins, William B. Dillingham, Edwin T. Martin
Houghton Mifflin Company   Publication Date: 1978

243 Everyday Business; Teacher's Guide and Answer Book
Gary D. Lawson   Price $2.00
Lawson Book Company   Publication Date: 1976

260 Open Ended Problems, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Co., Inc.   Publication Date: 1979

268 Inferences B - Inductive Thinking Skills
Anita Hornadek
Midwest Publication Company   Publication Date: 1979

1.1.1 COMMUNICATION SKILLS

274 Critical Thinking - Book I Teacher's Guide
Anita Hornadek
Midwest Publication Company Publication Date: 1976

293 Getting Health Care
Maxine Phillips
New Readers Press Publication Date: 198[illegible]

309 Real World
George Nobbe, Executive Editor (Newspaper)
King Features Syndicate

310 Career Awareness
N/A
King Features Education Division Publication Date: 1980

314 How to Improve Your Reading Skills
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

318 How to Study
N/A
Channing L. Bete Co., Inc Publication Date: 1980

319 About Grammar
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

024 Mott Basic Language Skills Programs -- Auxiliary Materials
Byron E. Chapman, et al. 6 Books/Price $29.00
Allied Educational Press Publication Date: 1980

045 Do You Really Communicate?
Clara T. Appell, Program Consultant Price $40.00
Butterick Publishing Publication Date: 1980

054 Entering the World of Work
Tom Mellers
Butterick Publishing Publication Date: 1975

055 Personal Finance: You and Your Money
Tom Mellers
Butterick Publishing Publication Date: 1976

057 Helping Children Grow
Jane O'Connor
Butterick Publishing Publication Date: 1979

059 The Role of the Child Care Aide -- You and Child Care
Jane O'Connor
Butterick Publishing Publication Date: 1979

060 Management for Living (Program 1 & 2)
Karen Theroux, Project Editor
Pamela Swack, Consultant
Butterick Publishing Publication Date: 1978-1979

061 Thinking Fundementals
N/A 4 Filmstrips, 2 Cassettes
Eye Gate Media

066 Essential Study Skills, Getting a Headstart of Life
N/A 4 Filmstrips, 2 Cassettes/Price $68.00
Eye Gate Media

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

075 Selected Curriculum Materials for Disadvantaged Work
Experience Programs
G. J. Pinchak & T. Marano (Eds.)
Ohio Distributive Education Materials Lab Publication Date: 1976

076 Time Management
John R. Bininger, et al.
Ohio Distributive Education Materials Lab Publication Date: 1976-77

077 Banking Skills for the Occupational Work Adjustment Student
Edward A. Overbeke
Ohio Distributive Education Materials Lab Publication Date: 1979

081 Employability Skills: Matching Yourself with Suitable Jobs
Dept. of Vocational Education
University of Kentucky
Kentucky State Department of Education

082 Program Standards for Public Schools
Occupational Curriculum Laboratory
East Texas State University
Commerce, TX 75428 Publication Date: 1978

083 Exploring Career Decision-Making
David W. Winefordner Price $12.00
McKnight Publishing Company
Appalachia Educational Laboratory Inc. Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Western Illinois University
Publication Date: 1979

087 You and The Law
N/A
The Reader's Digest Association Inc.
Pleasantville, NY 10570 Publication Date: 1978

093 Going Out, Getting Around
Jerome L. Ruderman & Richard R. Robinson
Globe Book Company Inc Publication Date: 1979

095 You, The Buyer
Carolyn Starkey & Norgina W. Ponn
Globe Book Company Inc. Publication Date: 1980

103 The Government and You
Betty Herzog
Follett Publishing Company Publication Date: 1982

104 Becoming a U.S. Citizen
Betty Herzog
Follett Publishing Company Publication Date: 1982

105 When Are We Ever Gonna Have to Use This?
Hal M. Saunders Price $7.00
HMS Publications Publication Date: 1980

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1977

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1979

109 Personal Finance
Deedee Napier
Instructional Materials Lab Price $13.00
University of Missouri - Columbia Publication Date: 1976

110 Practical Business
Deedee Stocker Napier
Instructional Materials Lab Price $15.00
University of Missouri - Columbia Publication Date: 1979

111 Written Communications
Charlene Schillie
Instructional Materials Lab
University of Missouri - Columbia Publication Date: 1980

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

115 The Fascinating World of Work
N/A Price $36.00
National Career Consultants, Inc. Publication Date: 1977

123 Survival Skills in the World of Work
Fred Pyrczak 50 Spirit Masters
J. Weston Walch, Publisher

124 Banking Is
Ora Mae Kirk, Editor 4 Manuals
National Learning Productions Inc. Publication Date: 1977

125 Writing Business Letters and Reports
Cornelia E. Mansfield & Margaret Hilton Bahniuk
Bobbs-Merrill Educational Publishing Publication Date: 1981

126 Your Career, A Contemporary Approach to Self-Development
N/A
Bobbs-Merrill Educational Publishing Publication Date: 1975

127 Your Career in The World of Work
Milton K. Berlye
Bobbs-Merrill Educational Publishing Publication Date: 1975

129 Mini Sims Temporaries (Modern Office Simulations 1 & 2)
Rosemarie McCouley
Bobbs-Merrill Educational Publishing Publication Date: 1979

130 Surviving in College
David G. Yorington
Bobbs-Merrill Educational Publishing

135 Just Around the Corner
N/A 4 Books
Cambridge Book Company
A New York Times Company Publication Date: 1977; I
1978; II, III, IV

167 Preparation for the Scholastic Aptitude Test (SAT)
Gary R. Gruber, Ph.D. Price $5.95
Contemporary Books Inc. Publication Date: 1980

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

169 Preparation for ACT Assessment - Americal College Testing Program
N/A Price $4.95
Contemporary Books, Inc. Publication Date: 1976

170 GED - How to Prepare for the High School Equivalency Examination
Kathryn Fiddler, David Alexander, Harriet Diamond & Phyllis Dutwin
Contemporary Books Inc. 4 Books
Publication Date: 1976

174 Learn How To Study
Bernar G. Kelner Price $3.95
SRA - Science Research Associates

175 Organizing and Reporting Skills
N/A Price $222.00
SRA - Science Research Associates Inc

183 At Issue: Inflation
N/A 3 Color Filmstrips/Program Book
Prentice Hall Price $79.00

212 Understanding the Automobile
John H. Beck
Follett Publishing Company Publication Date: 1981

223 Everyday Survival Skills, Mostly Money Matters
Dr. Ray Brookel 3 Books/Price $20.00
Hayes School Publishing Co., Inc. Publication Date: 1980

224 Career Planning: Freedom to Choose
Bruce Shertger
Houghton Mifflin Company Publication Date: 1981

240 Occupational Essentials, Skills and Attitudes for Employment
David G. Richter
H. C. Johnson Press, Inc. Publication Date: 1980

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

243 Everyday Business, Teacher's Guide and Answer Book
Gary D. Lawson
Lawson Book Company Publication Date: 1976

244 Hidden Words in The Dictionary
Gary D. Lawson Price $2.25
Lawson Book Company Publication Date: 1980

245 "Where It's At" Map Reading,
Western Hemisphere, Eastern Hemisphere
Gary D. Lawson Price $1.75
Lawson Book Company

246 Newspaper Reading Price $1.60
Gary D. Lawson
Lawson Book Company Publication Date: 1980

248 Safe and Sound
Gary D. Lawson Price $2.10
Lawson Book Company Publication Date: 1965

255 Consume This Book
Rebecca Match Hassan
Mafex Associates Inc Publication Date: 1978

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

262 Spatial Perception A - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

263 Spatial Perception B - Inductive Thinking Skills
Anita Hornadek
Medwest Publications Company Publication Date: 1979

264 Reasoning by Analogy, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

265 Relevant Information, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

266 Cause and Effect
Anita Hornadek
Midwest Publications Company Publication Date: 1979

267 Inferences A - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

268 Inferences B - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

269 Figure Patterns, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

270 Figure Relations A, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Co. Publication Date: 1979

271 Figure Relations B - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

272 Basic Thinking Skills
Anita Hornadek 10 Books
Midwest Publications Company Publication Date: 1979

273 Mind Borders
Anita Hornadek 8 Books
Midwest Publications Company Publication Date: 1978

274 Critical Thinking - Book I Teacher's Guide
Anita Hornadek
Midwest Publications Company Publication Date: 1976

275 Basic Thinking Skills
Anita Hornadek 3 Books
Midwest Publications Company Publication Date: 1977

289 Using the Telephone
Cheri Cook
New Readers Press Publication Date: 1978

293 Getting Health Care
Maxine Phillips
New Readers Press Publication Date: 1980

295 Business Communication
La Juana W-Lee, Sallye S. Bersit, Wilma C. Moore
Rand McNally College Publishing Company Publication Date: 1980

1.1.2 INFORMATION PROCESSING, PROBLEM SOLVING, AND DECISION-MAKING SKILLS

301 Reading and Study Skills
Ronald V. Schmelger, William L. Christen, William C. Browning
Twin Oaks Publishing Inc. 2 Books
Publication Date: 1980

312 Libraries and You: How to Find Out What You Want To Know
N/A
Channing L. Bete Co., Inc. Publication Date: 1979

315 Career Opportunities For Women
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

316 About Getting A Job
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

317 After High School -- What?
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

318 How to Study
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

319 About Grammar
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

1.1.3 READING

004 Reading Skills Curriculum Guide for Special Needs Learners
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802 Publication Date: 1979

021 Career Education Program
Fred W. Bond, et al. 4 Books/Price $18.00
Allied Education Council Publication Date: 1972

023 The Fitzhugh Plus Programs
Kathleen Fitzhugh & Loren Fitzhugh 10 Books/Price $31.00
Allied Educational Press Publication Date: 1969-1980

024 Mott Basic Language Skills Programs -- Auxiliary Materials
Byron E. Chapman, et al. 6 Books/Price $29.00
Allied Educational Press Publication Date: 1980

025 Mott Basic Language Skills Programs -- Comprehension Series
Byron E. Chapman, et al. 8 Books/Price $29.00
Allied Educational Press Publication Date: 1977-1978

026 Mott Basic Language Skills Programs -- Classroom Series
Byron E. Chapman, et al. 7 Books/Price $32.00
Allied Educational Press Publication Date: 1977-1979

027 Mott Basic Language Skills Programs -- Semi-Programed Series
Byron E. Chapman, et al. 16 Books/Price $70.00
Allied Educational Press Publication Date: 1979

062 How to Read
N/A 2 Series
Eye Gate Media (6 Filmstrips; 3 Cassettes

066 Essential Study Skills, Getting a Head Start on Life
N/A (4 Filmstrips; 2 Cassettes
Eye Gate Media Price $68.00

1.1.3 READING

078 Reading to Succeed in Tomorrow's Jobs
Shirley Hollingsworth, Editor
Ohio Distributive Education Materials Lab — Publication Date: 1976

086 Write Better, Speak Better
N/A
Reader's Digest Educational Division — Publication Date: 1978

088 Triple Takes
Sally Sonzell Berke, Project Editor — 12 Books
Reader's Digest Educational Division
Specialized Education Systems Inc.
Pleasantville, NY 10570 — Publication Date: 1979

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab — Price $16.00
University of Missouri - Columbia — Publication Date: 1977

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others — 5 Packages/Price $300.00
McKnight Publishing Company — Publication Date: 1977-1978

128 Business English
Keith Slocum & Donald Shoff
Bobbs-Merrill Educational Publishing — Publication Date: 1981

133 Skills in Reading
N/A — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1978

136 Skills in Language
N/A — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1979

139 Spelling
N/A
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1976

140 Increase Your Vocabulary
Phyllis Mathis — 2 Books
Cambridge, The Basic Skills Company — Publication Date: 1976

141 Basic Skills in Grammar
Ralph K. Aloer — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1976

142 Reading for Comprehension, Book 1 and 2
Angela P. Ryan, Editor
Cambridge, The Basic Skills Company — Publication Date: 1977

145 Basic Skills in Reading
Joseph Sanacore
Cebco Standard Publishing — Publication Date: 1979

146 Basic Skills in Using Our Language, Using Capitals
Barbara Nesbitt Slater
Cebco Standard Publishing — Publication Date: 1981

162 Basic Speech Experiences
Clark S. Carlile
Clark Publishing Company — Publication Date: 1977

165 From Pictures to Passages - Building Skills in Reading Comprehension
Jane L. Evanson
Contemporary Books Inc. — Publication Date: 1978

1.1.3 READING

167 Preparation for the Scholastic Aptitude Test (SAT)
Gary R. Gruber, Ph.D. — Price $5.95
Contemporary Books Inc. — Publication Date: 1980

169 Preparation for ACT Assessment - American College Testing Program
N/A — Price $4.95
Contemporary Books Inc. — Publication Date: 1976

170 GED - How to Prepare for the High School Equivalency Examination
Kathryn Fiddler, David Alexander, Harriet Diamond & Phyllis Dutwin
Contemporary Books Inc. — 4 Books
Publication Date: 1976

174 Learn How To Study
Bernar G. Kelner
SRA - Science Research Associates — Price $3.95

175 Organizing and Reporting Skills
N/A
SRA - Science Research Associates Inc. — Price $222.00

190 Keys to English Mastery
Paul R. Stewart, Helen C. Lodge & Larry L. Chance
The Economy Company — 5 Books
Publication Date: 1976

191 Guidebook To Better Reading
John Rambeau
The Economy Company — Publication Date: 1976

194 Life Skills
Carol Mullins
Educational Design Inc. — Publication Date: 1980

199 English
Kim Marshall — 2 Books
Educators Publishing Service Inc. — Publication Date: 1980

200 Reading Comprehension
Jane Erwin
Educators Publishing Service Inc. — Publication Date: 1980

222 Reference and Study Skills
Criscuolo, et al. — 3 Books/Price $12.00
Gamco Industries Inc.

225 Reading Skills Handbook
Harvey S. Wiener & Charles Bajerman
Houghton Mifflin Company — Publication Date: 1978

226 Reading Skills Handbook (Instructor's Manual)
Harvey S. Wiener & Charles Bajerman
Houghton Mifflin Company — Publication Date: 1978

227 Practical English Workbook
Floyd C. Watkins, William B. Dillingham & John T. Hiers
Houghton Mifflin Company — Publication Date: 1978

228 Practical English Workbook (Instructor's Manual)
Floyd C. Watkins, William B. Dillingham & John T. Hiers
Houghton Mifflin Company — Publication Date: 1978

230 Practical English Handbook
Floyn D. Watkins, William B. Dillingham & Edwin T. Martin
Houghton Mifflin Company — Publication Date: 1978

233 College Vocabulary Skills
James F. Shepherd
Houghton Mifflin Company — Publication Date: 1978

1.1.3 READING

244 Hidden Words in The Dictionary
Gary D. Lawson Price $2.25
Lawson Book Company Publication Date: 1980

245 "Where It's At" Map Reading
Western Hemisphere, Eastern Hemisphere
Gary D. Lawson Price $1.75
Lawson Book Company

246 Newspaper Reading
Gary D. Lawson Price $1.60
Lawson Book Company Publication Date: 1980

250 English for Adult Living, Teacher Guide, English for Employment
Larry M. Parsky 2 Books
Mafex Associates Inc Publication Date: 1978

251 English for Everyday, Teacher Guide
Ava Stern
Mafex Associates Inc. Publication Date: 1973

256 English for Everyday
Ava Stern
Mafex Associates Inc. Publication Date: 1973

261 1980 Midwest Publications Thinking Skills Mathematics & Reading
N/A
Midwest Publications Company Publication Date: 1980

264 Reasoning for Analogy, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

265 Relevant Information, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

266 Cause and Effect
Anita Hornadek
Midwest Publications Company Publication Date: 1979

267 Inferences A - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

270 Figure Relations A - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

271 Figure Relations B - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

272 Basic Thinking Skills
Anita Hornadek 10 Books
Midwest Publications Company Publication Date: 1979

273 Mind Borders
Anita Hornadek 8 Books
Midwest Publications Company Publication Date: 1978

274 Critical Thinking - Book 1, Teacher's Guide
Anita Hornadek
Midwest Publications Company Publication Date: 1976

275 Basic Thinking Skills
Anita Hornadek 3 Books
Midwest Publications Company Publication Date: 1977

1.1.3 READING

287 Everyday Reading & Writing
Frank C. Laubach, Elizabeth Kirk, Robert S. Laubach
New Readers Press Publication Date: 1979

289 Using the Telephone
Cheri Cook
New Readers Press Publication Date: 1978

295 Business Communication
La Juana W-Lee, Sallye S. Bersit, Wilma C. Moore
Rand McNally College Publishing Company Publication Date: 1980

296 Business Comminication, Instructors Manual
La Juana W-Lee, Sallye S. Beroit, Wilma C. Moore
Rand McNally College Publishing Company Publication Date: 1980

298 Test Lessons in Reading Figurative Language
William A. McCall, Edwin H. Smith, Barbara C. Palmer
Teachers College Press
Columbia University - New York Publication Date: 1980

301 Reading and Study Skills
Ronald V. Schmelger, William L. Christer, William G. Browning
Twin Oaks Publishing Inc. 2 Books
Publication Date: 1980

313 About Using the Metric System
N/A
Channing L Bete Co., Inc. Publication Date: 1979

314 How to Improve Your Reading Skills
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

319 About Grammar
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

1.1.4 WRITING

021 Career Education Program
Fred W. Bond, et al. 4 Books
Allied Education Council Publication Date: 1972

062 How to Read
N/A 2 Series
Eye Gate Media (6 Filmstrips; 3 Cassettes

066 Essential Study Skills, Getting a Head Start on Life
N/A (4 Filmstrips; 2 Cassettes)
Eye Gate Media Price $68.00

078 Reading to Succeed in Tomorrow's Jobs
Shirley Hollingsworth, Editor
Ohio Distributive Education Materials Lab Publication Date: 1976

086 Write Better, Speak Better
N/A
Reader's Digest Educational Division Publication Date: 1978

088 Triple Takes
Sally Sonzell Berke, Project Editor 12 Books
Reader's Digest Educational Division
Specialized Education Systems Inc.
Pleasantville, NY 10570 Publication Date: 1979

1.1.4 WRITING

089 Writing for Life
Rikki Kessler & Joyce Friedland — 2 Books
Cambridge Book Company — Publication Date: 1980

107 Business Communications
Deedee Stecker Napier
Instructional Materials Lab — Price $16.00
University of Missouri - Columbia — Publication Date: 1977

111 Written Communications
Charlene Schillie
Instructional Materials Lab
University of Missouri - Columbia — Publication Date: 1980

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others — 5 Packages/Price $300.00
McKnight Publishing Company — Publication Date: 1977-1978

116 Planning for Success
N/A — Price $400.00
National Career Consultants Inc. — Publication Date: 1981

120 Writing Better Letters in Business
N/A — Price $113.00
Bergwall Productions Inc.

128 Business English
Keith Slocum & Donald Shoff
Bobbs-Merrill Educational Publishing — Publication Date: 1981

133 Skills in Reading
N/A — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date:

136 Skills in Language
N/A — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1979

139 Spelling
N/A
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1976

140 Increase Your Vocabulary
Phyllis Mathis
Cambridge, The Basic Skills Company — Publication Date: 1976

141 Basic Skills in Grammar
Ralph K. Aloer — 2 Books
Cambridge, The Basic Skills Company
A New York Times Company — Publication Date: 1976

146 Basic Skills in Using Our Language, Using Capitols
Barbara Nesbitt Slater
Cebco Standard Publishing — Publication Date: 1981

162 Basic Speech Experiences
Clark S. Carlile
Clark Publishing Company — Publication Date: 1977

167 Preparation for the Scholastic Aptitude Test (SAT)
Gary R. Gruber, Ph.D. — Price $5.95
Contemporary Books Inc. — Publication Date: 1980

1.1.4 WRITING

169 Preparation for ACT Assessment - American College Testing Program
N/A
Contemporary Books Inc. Price $4.95
Publication Date: 1976

170 GED - How to Prepare for the High School
Equivalency Examination
Kathryn Fiddler, David Alexander, Harriet Diamond
and Phyllis Dutwin 4 Books
Contemporary Books Inc. Publication Date: 1976

174 Learn How To Study
Bernar G. Kelner Price $3.95
SRA - Science Research Associates

175 Organizing and Reporting Skills
N/A Price $222.00
SRA - Science Research Associates Inc.

190 Keys to English Mastery
Paul R. Stewart, Helen C. Lodge & Larry L. Chance
The Economy Company 5 Books
Publication Date: 1976

191 Guidebook To Better Reading
John Rambeau
The Economy Company Publication Date: 1976

199 English
Kim Marshall 2 Books
Educators Publishing Service Inc. Publication Date: 1980

227 Practical English Workbook
Floyd C. Watkins, William B. Dillingham & John T. Hiers
Houghton Mifflin Company Publication Date: 1978

228 Practical English Workbook (Instructors Manual)
Floyd C. Watkins, William B. Dillingham & John T. Hiers
Houghton Mifflin Company Publication Date: 1978

230 Practical English Handbook
Floyd C. Watkins, William B. Dillingham & Edwin T. Martin
Houghton Mifflin Company Publication Date: 1978

233 College Vocabulary Skills
James F. Shepherd
Houghton Mifflin Company Publication Date: 1978

235 Grassroots, The Writer's Workbook
Susan Fawcett & Alvin Sandberg
Houghton Mifflin Company Publication Date: 1981

236 Evergreen, A Guide to Basic Writing
Susan Fawcett & Alvin Sandberg
Houghton Mifflin Company Publication Date: 1980

250 English for Adult Living, Teacher Guide, English for Employment
Larry M. Parsky 2 Books
Mafex Associates Inc. Publication Date: 1978

251 English for Everyday, Teacher Guide
Ava Stern
Mafex Associates Inc Publication Date: 1973

256 English for Everyday
Ava Stern
Mafex Associates Inc. Publication Date: 1973

264 Reasoning by Analogy, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

1.1.4 WRITING

265 Relevant Information, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

266 Cause and Effect
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

267 Inferences A - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

269 Figure Patterns, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

270 Figure Relations A, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

271 Figure Realtions B - Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company — Publication Date: 1979

272 Basic Thinking Skills
Anita Hornadek — 10 Books
Midwest Publications Company — Publication Date: 1979

273 Mind Borders
Anita Hornadek — 8 Books
Midwest Publications Company — Publication Date: 1978

287 Everyday Reading & Writing
Frank C. Laubach, Elizabeth N. Kirk & Robert S. Laubach
New Readers Press — Publication Date: 1979

290 Writing to Others
Cheri Cook
New Readers Press — Publication Date: 1978

295 Business Communication
La Juana W-Lee, Sallye S. Bersit & Wilma C. Moore
Rand McNally College Publishing Company — Publication Date: 1980

296 Business Communication, Instructors Manual
La Juana W-Lee, Sallye S. Bersit & Wilma C. Moore
Rand McNally College Publishing Company — Publication Date: 1980

298 Test Lessons in Reading Figurative Language
William A. McCall, Edwin H. Smith & Barbara C. Palmer
Teachers College Press
Columbia University - New York — Publication Date: 1980

299 Write Me a Ream
Linda Ann Kunz & Robert R. Viscount
Teachers College Press
Columbia University — Publication Date: 1973

303 Handwriting: Workbook Cursive
Walter B. Borbe — 2 Books
Zaner-Bloser, Inc. — Publication Date: 1922

1.1.5 COMPUTATION

022 Noonan - Spradley Computational Skills Program
Barry Noonan 4 Books/Price $23.00
Allied Educational Council Publication Date: 1976

023 The Fitzhugh Plus Programs
Kathleen Fitzhugh & Loren Fitzhugh 10 Books/Price $31.00
Allied Educational Press Publication Date: 1969-1980

024 Mott Basic Language Skills Program--Auxiliary Materials
Byron E. Chapman, et al. 6 Books
Allied Educational Press Publication Date: 1980

026 Mott Basic Language Skills Programs--Classroom Series
Byron E. Chapman, et al. 7 Books/Price $32.00
Allied Educational Press Publication Date: 1977-1979

027 Mott Basic Language Skills Programs--Semi-Programed Series
Byron E. Chapman, et al. 16 Books/Price $70.00
Allied Educational Press Publication Date: 1979

055 Personal Finance: You and Your Money
Tom Mellers
Butterick Publishing Publication Date: 1976

065 Math Skills for Business
N/A (6 Filmstrips; 3 Cassettes)
Eye Gate Media Price $102.00

069 Basic Math Skills for Everyday Life
N/A (6 Filmstrips; 3 Cassettes)
Eye Gate Media Price $111.00

077 Banking Skills for the Occupational Work Adjustment Student
Edward A. Overbeke
Ohio Distributive Education Materials Lab Publication Date: 1979

090 Achieve with Mathematics
N/A
Cambridge Book Company
A New York Times Company Publication Date: 1978

091 Reaching Math Competence
Alfred E. Chant, Barbara T. Montalto & Barbara A. Euginger
Cambridge Book Company Publication Date: 1978

092 Making Math Count
Roberta Lazes & Gertrude Lang
Globe Book Company Inc. Publication Date: 1981

096 Mathematics Skills Curriculum Guide
N/A
Division of Occupational and Vocational Studies
The Pennsylvania State University Publication Date: 1981

100 Proficiency Review Tapes
Lionel J. Soracco, Jr. 4 Tapes/Price $600.00
Math House Publication Date: 1980

105 When Are We Ever Gonna Have to Use This?
Hal M. Saunders Price $7.00
HMS Publications Publication Date: 1980

109 Personal Finance
Deedee Napier
Instructional Materials Lab Price $13.00
University of Missouri - Columbus Publication Date: 1976

1.1.5 COMPUTATION

112 Practical Mathematics Series: Mathematics for Science and Technology
N/A
Health Company Publication Date: 1977

113 Practical Mathematics Series: Think Metric U.S.A.
N/A
Health Company Publication Date: 1975

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

124 Banking Is
Ora Mae Kirk, Editor 4 Manuals
National Learning Productions Inc. Publication Date: 1977

137 Basic Skills with Fractions, Numbers, Decimals and Percents
Jerry Howett 3 Books
Cambridge, The Basic Skills Company
A New York Times Company

138 Skills in Mathematics
Cambridge, The Basic Skills Company
A New York Times Company Publication Date: 1980 I, 1979 II

143 Basic Skills in Mathematics
Richard J. Stopa
Cebco Standard Publishing Publication Date: 1979

163 The Contemporary Math Program, Number Power
Jerry Howett
Contemporary Books Inc. Publication Date: 1976

164 Math Refresher
N/A Price $4.95
Contemporary Book Inc. Publication Date: 1921

166 The Contemporary Math Program, The Real World of Adult Math
Jerry Howett
Contemporary Books Inc. Publication Date: 1977

167 Preparation for the Scholastic Aptitude Test (SAT)
Gary R. Gruber, Ph.D. Price $5.95
Contemporary Books Inc. Publication Date: 1980

169 Preparation for ACT Assessment - American College Testing Program
N/A Price $4.95
Contemporary Books Inc. Publication Date: 1976

170 GED - How to Prepare for the High School Equivalency Examination
Kathryn Fiddler, David Alexander, Harriet Diamond
and Phyllis Dutwin 4 Books
Contemporary Books Inc. Publication Date: 1976

182 Business Calculator Operations
Joan Warner Price $9.70
Prentice-Hall Publication Date: 1978

188 Arithmetic for Careers
N/A Price $11.25
Delmar Publishers Publication Date: 1980

189 Practical Problems in Mathematics for Office Workers
Joan Briggaman Price $3.15
Delmar Publishers

1.1.5 COMPUTATION

192 Guidebook to Mathematics
Blanche Loughlin
Educational Guidelines Company
A Division of the Economy Company Publication Date: 1967

195 Life Skills, Math
Donn Mosenfelder
Educational Design Inc. Publication Date: 1980

213 Figure it Out
Mary C. Wallace 3 Books
Follett Publishing Company Publication Date: 1981

231 Practical Math for Business
Alan R. Curtis
Houghton Mifflin Company Publication Date: 1980

232 Personalized Computational Skills Program
Bryce R. Shaw
Houghton Mifflin Company Publication Date: 1980

234 Personalized Computational Skills Program (Instructors Manual)
Bryce R. Shaw
Houghton Mifflin Company Publication Date: 1980

237 Calculating Machines - A Ten Key Approach
Juanita E. Carter & Darroch F. Young
Houghton Mifflin Company Publication Date: 1975

261 1980 Midwest Publications Thinking Skills Mathematics & Reading
N/A
Midwest Publications Company Publication Date: 1980

269 Figure Patterns, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Company Publication Date: 1979

277 Mathematics for Cosmetology
Margaret B. Fleck
Milady Publishing Corporation Publication Date: 1975

285 Success In Mathematics
Evel D. Glenn & David H. Wihsic 14 Mathematics
Motivation Development Inc. Publication Date: 1971-1977

313 About Using the Metric System
N/A
Channing L. Bete Co., Inc. Publication Date: 1979

321 Practical Mathematics Series: Algebra Fundamentals
N/A 7 Tapes
Heath Company Publication Date: 1978

1.2 BEHAVIOR

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802 Publication Date: 1979

006 Anxiety
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

007 How Much Do You Want Success?
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

008 Imagination
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

009 Motivation
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

010 Be A Pleasing Person: Its easier than you think!
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

011 Goal Setting
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University

012 Absenteeism
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

013 What Type of Leader Are You?
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

014 Time Killers
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

015 That's Not My Job
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

016 Seven Constructive Ways to Handle Your Failures
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University

017 Rumors
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

018 Procrastination
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University Publication Date: 1979

1.2 BEHAVIOR

019 Positive Mental Attitude
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University — Publication Date: 1979

020 Persistence
R. M. Everhardt
Ohio Distributive Education Materials Laboratory
The Ohio State University — Publication Date: 1979

029 Career as a Homemaker
Sarah Lang, Editor
Butterick Publishing — Publication Date: 1978

038 American Man: Tradition & Change
Robert Myrstad
Butterick Publishing — Publication Date: 1976

039 American Women: New Opportunities
Peggy Sloane
Butterick Publishing — Publication Date: 1976

052 Interpersonal Skills for Creative Living
Josephine A. Foster — Books & Spirit Masters/Price $23.00
Butterick Publishing & Visual Education Corporation
Publication Date: 1979

053 Basic Concepts in Home Economics: Relationships
Karen Theroux, Editor
Butterick Publishing — Publication Date: 1979

057 Helping Children Grow
Jane O'Connor
Butterick Publishing — Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing — Publication Date: 1979

059 The Role of the Child Care Aide -- You and Child Care
Jane O'Connor
Butterick Publishing — Publication Date: 1979

060 Management for Living (Program 1 & 2)
Karen Theroux, Project Editor; Pamela Swack, Consultant
Butterick Publishing — Publication Date: 1978-1979

067 Manners for Young Adult Life
N/A — (4 Filmstrips; 2 Cassettes)
Eye Gate Media — Price $68.00

068 Survival Study Skills
N/A — (4 Filmstrips; 2 Cassettes)
Eye Gate Media — Price $68.00

072 Managing the Family's Affairs
N/A — (12 Filmstrips; 6 Cassettes)
Eye Gate Media — Price $204.00

076 Time Management
John R. Bininger, et al.
Ohio Distributive Education Materials Lab — Publication Date: 1976-77

080 Dress to Impress
Ronald Simon, et al.
Ohio Distributive Education Materials Lab
Ohio Department of Education — Publication Date: 1976-77

1.2 BEHAVIOR

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company Price $12.00
Appalachia Educational Laboratory, Inc. Publication Date: 1978

084 Methods and Materials for Teaching
Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Western Illinois University Publication Date: 1979

089 Writing for Life
Rikki Kessler & Joyce Friedland 2 Books
Cambridge Book Company Publication Date: 1980

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

115 The Fascinating World of Work
N/A Price $36.00
National Career Consultants, Inc. Publication Date: 1977

116 Planning for Success
N/A Price $400.00
National Career Consultants, Inc. Publication Date: 1981

126 Your Career, A Contemporary Approach to Self-Development
N/A
Bobbs-Merrill Educational Publishing Company Publication Date: 1975

171 Activity Interests on Occupational Choice
Frederic Kuder
Science Research Associates, Inc.

181 An Introduction to Selling: Part one Personal Skills
Part Two Selling Skills Price $245.00
Prentice-Hall Media

196 Life Skills, Me & Others
Dennis & Helmut Hooker
Educational Design Inc. Publication Date: 1976

197 Life Skills, Attitudes in Everyday Living
Margaret M. Brewner & William C. McMahon
Educational Design Inc. Publication Date: 1980

198 Life Skills, Attitudes on the Job
Margaret M. Brewner, William C. McMahon & Kathleen A. Paris
Educational Design Inc. Publication Date: 1980

216 Family Planning
Betty Herzog
Follett Publishing Company Publication Date: 1980

218 Child Care
Betty Herzog
Follett Publishing Company Publication Date: 1981

1.2 BEHAVIOR

229 Career Planning: Freedom to Choose
Bruce Shertzer
Houghton Mifflin Company — Publication Date: 1981

248 Safe and Sound
Gary D. Lawson — Price $2.10
Lawson Book Company — Publication Date: 1965

298 Test Lessons in Reading Figurative Language
William A. McCall, Edwin H. Smith & Barbara C. Palmer
Teachers College Press
Columbia University — Publication Date: 1980

301 Reading and Study Skills
Ronald V. Schmelzer, William L. Christen & William G. Browning
Twin Oaks Publishing Inc. — 2 Books
Publication Date: 1980

305 New Visions: Survival Skills for the Exceptional
N/A — Filmstrip/Cassette Only
Gamco Industries — Price $550.00

1.3 OCCUPATIONAL EXPLORATION

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

001 Career World: The Continuing Guide to Careers
N/A — Magazine
Curriculum Innovation Inc. — Publication: Monthly

021 Career Education Program
Fred W. Bond, et al. — 4 Books/Price $18.00
Allied Education Council — Publication Date: 1972

030 Careers in Housing: The Interior
Barbara Weiland, et al. (Editors)
Butterick Publishing — Publication Date: 1974

031 Careers in Consumer Affairs
Barbara Weiland, et al. (Editors)
Butterick Publishing — Publication Date: 1975

032 Careers in Child Care and Youth Guidance
Barbara Weiland, et al. (Editors)
Butterick Publishing — Publication Date: 1975

033 Careers in the Food Industry
Barbara Weiland, et al. (Editors)
Butterick Publishing — Publication Date: 1974

034 Careers in Health
Barbara Weiland, et al. (Editors)
Butterick Publishing — Publication Date: 1974

035 Principles of Food Service: Food Preparation
Ann Ward, Carolyn A. Rega, et al. — Price $100.00
Butterick Publishing — Publication Date: 1978

036 Principles of Food Service: Customer Service
Sue Gordon, et al. — Price $100.00
Butterick Publishing — Publication Date: 1977

054 Entering the World of Work
Tom Mellers
Butterick Publishing — Publication Date: 1975

056 Parent, Child and Center
Jane O'Connor
Butterick Publishing — Publication Date: 1979

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

057 Helping Children Grow
Jane O'Connor
Butterick Publishing   Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing   Publication Date: 1979

061 Thinking Fundementals
N/A   4 Filmstrips, 2 Cassettes
Eye Gate Media

063 Using the Library and Media Center
N/A   6 Filmstrips, 3 Cassettes
Eye Gate Media   Price $102.00

066 Essential Study Skills, Getting a Head Start on Life
N/A   4 Filmstrips, 2 Cassettes
Eye Gate Media   Price $68.00

067 Manners for Young Adult Life
N/A   Price $68.00
Eye Gate Media

068 Survival Study Skills   4 Filmstrips, 2 Cassettes
N/A   Price $68.00
Eye Gate Media

075 Selected Curriculum Materials for Disadvantaged
Work Experience Programs
G. J.Pinchak & T. Marano (Editors)
Ohio Distributive Education Materials Lab   Publication Date: 1976

081 Employability Skills: Matching Yourself with Suitable Jobs
Department of Vocational Education
University of Kentucky
Kentucky State Department of Education

083 Exploring Career Decision-Making
Daved W. Winefordner
McKnight Publishing Company   Price $12.00
Appalachia Educational Laboratory Inc.   Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Western Illinois University
Publication Date: 1979

085 Reader's Digest "Working Worlds"
Irene Fondel Gersten, Ph.D.   2 Books
Reader's Digest Educational Division   Publication Date: 1981

087 You and The Law
N/A
The Reader's Digest Association Inc.   Publication Date: 1978

088 Triple Takes
Sally Sonzell Berke, Project Editor   12 Books
Reader's Digest Educational Division
Specialized Education System Inc.   Publication Date: 1979

093 Going Out, Getting Around
Jerome L. Kuderman & Richard R. Robinson
Globe Book Company Inc.   Publication Date: 1979

094 Forms in Your Future
M. Goltry
Globe Book Company Inc.   Publication Date: 1980

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

095 You, The Buyer
Carolyn Starkey & Norgina W. Ponn
Globe Book Company Inc. Publication Date: 1980

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

103 The Government and You
Betty Herzog
Follett Publishing Company Publication Date: 1982

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1979

109 Personal Finance
Deedee Napier
Instructional Materials Lab Price $13.00
University of Missouri - Columbia Publication Date: 1976

110 Practical Business
Deedee Stocker Napier
Instructional Materials Lab Price $15.00
University of Missouri - Columbia Publication Date: 1979

115 The Fascinating World of Work
N/A Price $36.00
National Career Consultants Inc. Publication Date: 1977

116 Planning for Success
N/A Price $400.00
National Career Consultants Inc. Publication Date: 1981

117 Basic Health Care Explained
N/A Price $168.00
Bergwall Productions Inc.

124 Banking Is
Ora Mae Kirk (Editor) 4 Manuals
National Learning Productions Inc. Publication Date: 1977

125 Writing Business Letters and Reports
Carmella E. Mansfield & Margaret Hilton Bahniuk
Bobbs-Merrill Educational Publishing Publication Date: 1981

126 Your Career, A Contemporary Approach to Self-Development
N/A
Bobbs-Merrill Educational Publishing Publication Date: 1975

127 Your Career in The World of Work
Milton K. Berlye
Bobbs-Merrill Educational Publishing Publication Date: 1975

130 Surviving in College
David J. Yorington
Bobbs-Merrill Educational Publishing

132 A Guide to Independent Living
Jane Libman Nemiroff
Butterick Publishing Publication Date: 1980

133 Skills in Reading
N/A 2 Books
Cambridge, The Basic Skills Company
A New York Times Company Publication Date: 1978

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

135	Just Around the Corner N/A Cambridge Book Company A New York Times Company	4 Books Publication Date: 1977; I 1978; II, III, IV
149	Buying for Keeps Sarah Snyder Changing Times Education Service	Publication Date: 1980
171	Activity Interests on Occupational Choice Frederic Kuder Science Research Associates Inc.	
172	Career Guidance and Kuder Interest Inventories John W. Lombard SRA - Science Research Associates Inc.	
173	Career Information Kit N/A SRA - Science Research Associates Inc.	Price $526.50 Publication Date: 1979
174	Learn How To Study Bernar G. Kelner SRA - Science Research Associates	Price $3.95
181	An Introduction to Selling: Part One Personal Skills Part Two Selling Skills Prentice-Hall Media	Price $245.00
183	At Issue: Inflation N/A Prentice-Hall Media	3 Color Filmstrips/Program Guide Price $79.00
184	All About Banking N/A Prentice-Hall Media	4 Color Filmstrips/Program Guide Price $104.00
185	Full Employment (Associated Press Special Report) N/A Prentice-Hall Media	Price $55.00
186	Taxes, Taxes, Taxes: Who Pays the Bill? N/A Prentice-Hall Media	Price $55.00
187	Exploring the Industries Chris H. Groneman & Gary E. Grannis Delmar Publishers	Publication Date: 1980
198	Life Skills, Attitudes on the Job Margaret M. Brewner, William C. McMahon & Kathleen A. Paris Educational Design Inc.	Publication Date: 1980
220	Resources for Lifelong Learning Betty Herzog Follett Publishing Company	Publication Date: 1981
221	The Law and You Betty Herzog Follett Publishing	Publication Date: 1981
223	Everyday Survival Skills, Mostly Money Matters Dr. Ray Brookel Hayes School Publishing Co., Inc.	3 Books/Price $20.00 Publication Date: 1980
224	Career Planning: Freedom to Choose Bruce Shertzer Houghton Mifflin Company	Publication Date: 1981

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

238 Occupational Essentials, Skills and Attitudes for Employment
Leona H. Meredith
H. C. Johnson Press Inc.

241 Color Me American
Gary D. Lawson Price $2.10
Lawson Book Company Publication Date: 1967

243 Everyday Business, Teacher's Guide and Answer Book
Gary D. Lawson Price $2.00
Lawson Book Company Publication Date: 1976

245 "Where It's At" Map Reading, Western Hemisphere, Eastern Hemisphere
Gary D. Lawson
Lawson Book Company Price $1.75

246 Newspaper Reading
Gary D. Lawson Price $1.60
Lawson Book Company Publication Date: 1960

249 Better Living
Gary D. Lawson
Lawson Book Company Publication Date: 1964

252 All About Jobs
Kenneth Tyson
Mafex Associates Inc. Publication Date: 1974

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc. Publication Date: 1978

255 Consume This Book
Rebecca Match Hassen
Mafex Associates Inc. Publication Date: 1978

257 Job Search, Seizure Survival
D. E. Wheeler & Allen Mark Perres
McKnight Publishing Company Publication Date: 1976

260 Open Ended Problems, Inductive Thinking Skills
Anita Hornadek
Midwest Publications Co., Inc. Publication Date: 1979

276 Lesson Plans for Cosmetology Career Awareness
Vera McKee & Emily Lunday
Milady Publishing Corporation Publication Date: 1975

277 Mathematics for Cosmetology
Margaret B. Fleck
Milady Publishing Corporation Publication Date: 1975

278 Spirit Masters for Cosmetology Career Awareness
N/A
Milady Publishing Corporation Publication Date: 1975

279 Job Orientation, Students' Manual
Harry R. Moon
Milady Publishing Corporation Publication Date: 1978

280 Teen Profile for Personal Development
Bobbi Ray
Milady Publishing Corporation Publication Date: 1978

281 Call Me Mister
Bary James
Milady Publishing Corporation Publication Date: 1974

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

282 Charm & Poise for Getting Ahead
Ruth Tolman
Milady Publishing Corporation — Publication Date: 1978

288 On Money Management
Sharon Bywater — 6 Booklets
New Readers Press — Publication Date: 1980

289 Using the Telephone
Cheri Cook
New Readers Press — Publication Date: 1978

291 Be Informed On (Renting a Place to Live, Buying
a Car, Buying a House)
Stephen Ludwig & Wendy Stein — 3 Booklets
New Readers Press — Publication Date: 1977

293 Getting Health Care
Maxine Phillips
New Readers Press — Publication Date: 1980

294 You and Others on the Job
Doug Weeks — 3 Books
New Readers Press — Publication Date: 1979

301 Reading and Study Skills — 2 Books
Ronald V. Schmelzer, William L. Christen & William G. Browning
Twin Oaks Publishing Inc. — Publication Date: 1980

302 Up Your Career
Dean C. Dauw
Waveland Press Inc. — Publication Date: 1980

309 Real World
George Nobbe, Executive Editor
King Features Syndicate — Newspaper

310 Career Awareness
N/A
King Features Education Division — Publication Date: 1980

311 How to Rent a House
N/A
Channing L. Bete Co., Inc — Publication Date: 1979

312 Libraries and You: How to find out what you want to know
N/A
Channing L. Bete Co., Inc. — Publication Date: 1979

313 About Using the Metric System
N/A
Channing L. Bete Co., Inc. — Publication Date: 1979

315 Career Opportunities for Women
N/A
Channing L. Bete Co., Inc. — Publication Date: 1980

316 About Getting a Job
N/A
Channing L. Bete Co., Inc. — Publication Date: 1980

317 After High School -- What?
N/A
Channing L. Bete Co., Inc. — Publication Date: 1980

1.3.1 OCCUPATIONAL KNOWLEDGE FACTORS

318 How to Study
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance (3 Volume Set)
Occupational Curriculum Laboratory Price $7.50
East Texas State University Publication Date: 1978

1.3.2 CAREER SELECTION

001 Career World: The Continuing Guide to Careers
N/A Magazine
Curriculum Innovation, Inc. Publication Date: Monthly

029 Career as a Homemaker
Sarah Lang, Editor
Butterick Publishing Publication Date: 1978

030 Careers in Housing: The Interior
Barbara Weiland, et al. (Editors)
Butterick Publishing Publication Date: 1974

031 Careers in Consumer Affairs
Barbara Weiland, et al. (Editors)
Butterick Publishing Publication Date: 1975

032 Careers in Child Care and Youth Guidance
Barbara Weiland, et al. (Editors)
Butterick Publishing Publication Date: 1975

033 Careers in the Food Industry
Barbara Weiland, et al. (Editors)
Butterick Publishing Publication Date: 1974

034 Careers in Health
Barbara Weiland, et al. (Editors)
Butterick Publishing Publication Date: 1974

054 Entering the World of Work
Tom Mellers
Butterick Publishing Publication Date: 1975

056 Parent, Child, and Center
Jane O'Connor
Butterick Publishing Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

066 Essential Study Skills, Getting a Head Start on Life
N/A 4 Filmstrips, 2 Cassettes
Eye Gate Media Price $68.00

081 Employability Skills: Matching Yourself with Suitable Jobs
Department of Vocational Education
University of Kentucky
Kentucky State Department of Education

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company Price $12.00
Appalachia Educational Laboratory Inc. Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E.Nelson, et al.
Curriculum Publications Clearinghouse Publication Date: 1979
Western Illinois University

1.3.2 CAREER SELECTION

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab
University of Missouri - Columbia Publication Date: 1979

115 The Fascinating World of Work
N/A Price $36.00
National Career Consultants, Inc. Publication Date: 1977

116 Planning for Success
N/A Price $400.00
National Career Consultants Inc. Publication Date: 1981

123 Survival Skills in the World of Work
Fred Pyrczak 50 Spirit Masters/Price $17.00
J. Weston Walch, Publisher

127 Your Career in the World of Work
Milton K. Berlye
Bobbs-Merrill Educational Publishing Publication Date: 1975

130 Surviving in College
David J. Yorington
Bobbs-Merrill Educational Publishing

171 Activity Interests on Occupational Choice
Frederic Kuder
Science Research Associates Inc.

172 Career Guidance and Kuder Interest Inventories
John W. Lombard
SRA - Science Research Associates Inc.

173 Career Information Kit
N/A Price $526.50
SRA - Science Research Associates Inc. Publication Date: 1979

184 All About Banking
N/A 4 Filmstrips/Program Guide
Prentice-Hall Media Price $104.00

224 Career Planning: Freedom to Choose
Bruce Shertzer
Houghton Mifflin Company Publication Date: 1981

229 Career Planning: Freedom to Choose
Bruce Shertzer
Houghton Mifflin Company Publication Date: 1981

238 Occupational Essentials, Skills and Attitudes for Employment
Instructor's Guide and Lesson Plans
Leona H. Meredith
H. C. Johnson Press Inc.

252 All About Jobs
Kenneth Tyson
Majex Associates Inc. Publication Date: 1974

1.3.2 CAREER SELECTION

258 Entering the World of Work Activities
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

276 Lesson Plans for Cosmetology Career Awareness
Vera McKee & Emily Lunday
Milady Publishing Corporation Publication Date: 1975

279 Job Orientation, Student's Manual
Harry R. Moon
Milady Publishing Corporation Publication Date: 1978

284 The Right Job -- and how to get it
David H. Willsie
Motivation Development Inc. Publication Date: 1978

286 Career Emphasis Series, A Self Study Approach to Life/Career Planning
Jane A. Inge & Stephen E. Forrer and others 6 Books
Olympus Publishing Company

302 Up Your Career
Dean C. Dauw
Waveland Press, Inc. Publication Date: 1980

309 Real World
George Nobbe, Executive Editor Newspaper
King Features Syndicate

310 Career Awareness
N/A
King Features Education Division Publication Date: 1980

315 Career Opportunities for Women
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

320 Self-Contained Occupational Investigation Modules
ESTU Department of Student Personnel and Guidance
Occupational Curriculum Laboratory (3 Volume Set)/Price $7.50
East Texas State University Publication Date: 1978

2. EMPLOYMENT SEARCH

2.1 JOB SEARCH

2.1.1 LOCATING JOB OPENINGS

001	Career World: The Continuing Guide to Careers	
	N/A	Magazine
	Curriculum Innovation Inc.	Publication Date: Monthly
005	Employability Skills Curriculum Guide	
	Jerry Wircenski, et al.	
	Division of Occupational and Vocational Studies	
	The Pennsylvania State University	
	University Park, PA 16802	Publication Date: 1979
079	Success: A Teaching Unit about Job Application Forms	
	Richland County Public Schools	
	Ohio Distributive Education Materials Lab	
083	Exploring Career Decision-Making	
	David W. Winefordner	
	McKnight Publishing Company	Price $12.00
	Appalachia Educational Laboratory Inc.	Publication Date: 1978
084	Methods and Materials for Teaching Occupational Survival Skills	
	Robert E. Nelson, et al.	
	Curriculum Publications Clearinghouse	Publication Date: 1979
	Western Illinois University	
106	Survival: In the World of Work	
	Charles A. Storms	
	Ohio Distributive Education Materials Lab	
114	Communication Skills for Succeeding in the World of Work	
	Alice R. Geoffray and others	5 Packages/Price $300.00
	McKnight Publishing Company	Publication Date: 1977-1978
116	Planning for Success	
	N/A	Price $400.00
	National Career Consultants Inc.	Publication Date: 1981
123	Survival Skills in the World of Work	
	Fred Pyrczak	50 Spirit Masters/Price $17.00
	J. Weston Walch, Publisher	
127	Your Career in the World of Work	
	Milton K. Berlye	
	Bobbs-Merrill Educational Publishing	Publication Date: 1975
135	Just Around the Corner	
	N/A	4 Books
	Cambridge Book Company	Publication Date: 1977; I,
	A New York Times Company	1978; II, III, IV
147	Finding a Job	
	John McHugh	
	Changing Times Education Service	
	A Division of EMC	Publication Date: 1981
173	Career Information Kit	
	N/A	Price $526.50
	SRA - Science Research Associates Inc.	Publication Date: 1979
193	Me and Jobs	
	Dennis Hooker & Almut Fleming	
	Educational Design Inc.	Publication Date: 1979

2.1.1 LOCATING JOB OPENINGS

224 Career Planning: Freedom to Choose
Bruce Shertger
Houghton Mifflin Company Publication Date: 1981

239 You're Hired
N/A Publication Date: 1972
Center for Occupational Curriculum Development Price $12.00

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

252 All About Jobs
Kenneth Tyson
Mafex Associates Inc. Publication Date: 1975

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc. Publication Date: 1978

257 Job Search, Seizure Survival
D. E. Wheeler & Allen Mark Perres
McKnight Publishing Company Publication Date: 1976

258 Entering the World of Work Activities
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

300 Current Career and Occupational Literature
Leonard H. Goodman
The H. W. Wilson Company Publication Date: 1980

302 Up Your Career
Dean C. Dauw
Waveland Press Inc. Publication Date: 1980

305 New Visions: Survival Skills for the Exceptional
N/A Filmstrip/Cassette Only
Gamco Industries Inc. Price $550.00

306 How to Find and Apply For a Job
Kushner & Keily Third Edition - Reference
South-Western Publishing Company Price $2.55

307 Getting a Job
Zedlitz Kit
South-Western Publishing Company Publication Date: 1981

316 About Getting A Job
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance 3 Volume Set/Price $7.50
Occupational Curriculum Laboratory Publication Date: 1978
East Texas State University

2.1.2 RESEARCHING COMPANIES PRODUCTS, SERVICES, AND PERSONNEL

001	Career World: The Continuing Guide to Careers N/A Curriculum Innovation Inc.	Magazine Publication Date: Monthly
024	Mott Basic Language Skills Programs -- Auxiliary Materials Byron E. Chapman, et al. Allied Educational Press	6 Books/Price $29.00 Publication Date: 1980
054	Entering the World of Work Tom Mellers Butterick Publishing	Publication Date: 1975
073	Survival Skills - Everything you need to know about living on your own N/A Eye Gate Media	4 Filmstrips, 2 Cassettes Price $68.00
077	Banking Skills for the Occupational Work Adjustment Student Edward A. Overbeke Ohio Distributive Education Materials Lab	Publication Date: 1979
079	Success: A Teaching Unit about Job Application Forms Richland County Public Schools Ohio Distributive Education Materials Lab	
083	Exploring Career Decision-Making David W. Winefordner McKnight Publishing Company Appalachia Educational Laboratory Inc.	Price $12.00 Publication Date: 1978
084	Methods and Materials for Teaching Occupational Survival Skills Robert E. Nelson, et al Curriculum Publications Clearinghouse Western Illinois University	Publication Date: 1979
098	Job Instruction Training Dean A. Hawley Distributive Education Materials Laboratory	
101	Owning an Automobile Betty Herzog Follett Publishing Company	Publication Date: 1982
106	Survival: In the World of Work Charles A. Storms Ohio Distributive Education Materials Lab	
107	Business Communications Deedee Stocker Napier Instructional Materials Lab University of Missouri - Columbia	Price $16.00 Publication Date: 1977
114	Communication Skills for Succeeding in the World of Work Alice R. Geoffray and others McKnight Publishing Company	5 Packages/Price $300.00 Publication Date: 1977-1978
115	The Fascinating World of Work N/A National Career Consultants Inc.	Price $36.00 Publication Date: 1977
123	Survival Skills in the World of Work Fred Pyrczak J. Weston Walch, Publisher	50 Spirit Masters/Price $17.00
127	Your Career in the World of Work Milton K. Berlye Bobbs-Merrill Educational Publishing	Publication Date: 1975

2.1.2 RESEARCHING COMPANIES PRODUCTS, SERVICES, AND PERSONNEL

129 Mini Sims Temporaries (Modern Office Simulations 1 and 2)
Rosemarie McCouley
Bobbs-Merrill Educational Publishing Publication Date: 1979

132 A Guide To Independent Living
Jane Libman Nemiroff
Butterick Publishing Publication Date: 1980

149 Buying for Keeps
Sarah Snyder
Changing Times Education Service Publication Date: 1980

159 So You Want to Buy a Car
Constance Von Brunt McMillan
Changing Times Education Service Publication Date: 1979

173 Career Information Kit
N/A Price $526.50
SRA - Science Research Associates Inc. Publication Date: 1979

208 When Things Don't Work
Marilyn Thypin & Lynn Glasner
EMC Corporation Publication Date: 1979

209 Wheels and Deals (Buying a Car)
Marilyn Thypin & Lynn Glasner
EMC Corporation Publication Date: 1979

239 You're Hired
N/A Publication Date: 1972
Center for Occupational Curriculum Development Price $12.00

243 Everyday Business, Teacher's Guide and Answer Book
Gary D. Lawson Price $2.00
Lawson Book Company Publication Date: 1976

247 Everyday Business
Gary D. Lawson Price $1.75
Lawson Book Company Publication Date: 1976

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc. Publication Date: 1978

291 Be Informed On (Renting a place to live, Buying a car, Buying a house)
Stephen Ludwig & Wendy Stein 3 Booklets
New Readers Press Publication Date: 1977

305 New Visions: Survival Skills for the Exceptional
N/A Filmstrip/Cassette Only
Gamco Industries Inc. Price $550.00

306 How to Find and Apply For a Job
Kushner & Keily Third Edition-Reference
South-Western Publishing Company Price $2.55

307 Getting A Job
Zedlitz Kit
South-Western Publishing Company Publication Date: 1981

309 Real World
George Nobbe, Executive Editor Newspaper
King Features Syndicate

310 Career Awareness
N/A
King Features Education Division Publication Date: 1980

2.1.2 RESEARCHING COMPANIES PRODUCTS, SERVICES, AND PERSONNEL

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance (3 Volume Set)
Occupational Curriculum Laboratory
East Texas State University Publication Date: 1978

2.2 JOB APPLICATIONS

001 Career World: The Continuing Guide to Careers
N/A Magazine
Curriculum Innovation Inc. Publication Date: Monthly

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802 Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

079 Success: A Teaching Unit about Job Application Forms
Richland County Public Schools
Ohio Distributive Education Materials Lab

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1977

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab
University of Missouri - Columbia Publication Date: 1979

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

123 Survival Skills in the World of Work
Fred Pyrczak 50 Spirit Masters/Price $17.00
J. Weston Walch, Publisher

144 Basic Skills in Job Applications
Dorma Eubank
Cebco Standard Publishing Publication Date: 1980

147 Finding a Job
John McHugh
Changing Times Education Service
A Division of EMC Publication Date: 1981

148 Filling Out Job Application Forms
John McHugh
Changing Times Education Service
A Division of EMC Publication Date: 1981

150 Interviewing for Jobs
John McHugh
Changing Times Education Service Publication Date: 1981

151 Filling Out Job Application Forms
John McHugh
Changing Times Education Service Publication Date: 1981

2.2 JOB APPLICATIONS

152 Finding a Job
John McHugh
Changing Times Education Service Publication Date: 1981

173 Career Information Kit
N/A Price $526.50
SRA - Science Research Associates Inc. Publication Date: 1979

193 Me and Jobs
Dennis Hooker & Almut Fleming
Educational Design Inc. Publication Date: 1979

203 State Your Claim
Marilyn Thypin & Lynn Glassner
EMC Corporation Publication Date: 1980

224 Career Planning: Freedom to Choose
Bryce Shertger
Houghton Mifflin Company Publication Date: 1981

239 You're Hired
N/A Publication Date: 1972
Center for Occupational Curriculum Development Price $12.00

252 All About Jobs
Kenneth Tyson
Mafex Associates Inc. Publication Date: 1979

258 Entering the World of Work, Activities
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

276 Lesson Plans for Cosmetology Career Awareness
Vera McKee & Emily Lunday
Milady Publishing Corporation Publication Date: 1975

284 The Right Job -- and how to get it
David H. Willsie
Motivation Development Inc. Publication Date: 1978

286 Career Emphasis Series, A Self Study Approach to Life/Career Planning
Jane A. Inge, Stephen E. Forrer and others 6 Books
Olympus Publishing Company

305 New Visions: Survival Skills For the Exceptional
N/A Price $550.00
Gamco Industries Inc.

306 How to Find and Apply For a Job
Kushner & Keily Third Edition-Reference
South-Western Publishing Company Price $2.55

307 Getting a Job
Zedlitz Kit
South-Western Publishing Company Publication Date: 1981

316 About Getting a Job
N/A
Channing L. Bete Co., Inc. Publication Date: 1980

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance 3 Volume Set/Price $7.50
Occupational Curriculum Laboratory
East Texas State University Publication Date: 1978

2.3 EMPLOYMENT TESTS

001 Career World: The Continuing Guide to Careers
N/A
Magazine
Curriculum Innovation Inc.
Publication Date: Monthly

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802
Publication Date:. 1979

074 Finding Your Job
N/A
6 Filmstrips, 3 Cassettes
Eye Gate Media
Price $102.00

078 Reading to Succeed in Tomorrow's Jobs
Shirley Hollingsworth, Editor
Ohio Distributive Education Materials Lab
Publication Date: 1976

094 Forms in Your Future
M. Goltry
Globe Book Company Inc.
Publication Date: 1980

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab
Price $16.00
University of Missouri - Columbia
Publication Date: 1979

123 Survival Skills in the World of Work
Fred Pyrczak
50 Spirit Masters/Price $17.00
J. Weston Walch, Publisher

150 Interviewing for Jobs
John McHugh
Changing Times Education Service
Publication Date: 1981

151 Filling Out Job Application Forms
John McHugh
Changing Times Education Service
Publication Date: 1981

152 Finding a Job
John McHugh
Changing Times Education Service
Publication Date: 1981

173 Career Information Kit
N/A
Price $526.50
SRA - Science Research Associates Inc.
Publication Date: 1979

224 Career Planning: Freedom to Choose
Bryce Shertger
Houghton Mifflin Company
Publication Date: 1981

239 You're Hired
N/A
Publication Date: 1972
Center for Occupational Curriculum Development
Price $12.00

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

250 English for Adult Living, Teacher Guide, English for Employment
Larry M. Parsky
2 Books
Mafex Associates Inc.
Publication Date: 1978

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc.
Publication Date: 1978

2.3 EMPLOYMENT TESTS

258 Entering the World of Work, Activities
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company Publication Date: 1978

279 Job Orientation, Students' Manual
Harry R. Moon
Milady Publishing Corporation Publication Date: 1978

284 The Right Job -- and how to get it
David H. Willsie
Motivation Development Inc. Publication Date: 1978

286 Career Emphasis Series, A Self Study Approach to Life/Career Planning
Jane A. Inge, Stephen E. Forrer and others 6 Books
Olympus Publishing Company

305 New Visions: Survival Skills For the Exceptional
N/A Price $550.00
Gamco Industries Inc.

306 How to Find and Apply For a Job
Kushner & Keily Third Edition-Reference
South-Western Publishing Company Price $2.55

307 Getting a Job
Zedlitz Kit
South-Western Publishing Company Publication Date: 1981

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance 3 Volume Set/Price $7.50
Occupational Curriculum Laboratory
East Texas State University

2.4 JOB INTERVIEWS

001 Career World: The Continuing Guide to Careers
N/A Magazine
Curriculum Innovation Inc. Publication Date: Monthly

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802 Publication Date: 1979

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

074 Finding Your Job
N/A 6 Filmstrips, 3 Cassettes
Eye Gate Media Price $102.00

079 Success: A Teaching Unit about Job Application Forms
Richland County Public Schools
Ohio Distributive Education Materials Lab

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1979

2.4 JOB INTERVIEWS

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

116 Planning for Success
N/A Price $400.00
National Career Consultants Inc. Publication Date: 1981

123 Survival Skills in the World of Work
Fred Pyrczak 50 Spirit Masters/Price $17.00
J. Weston Walch, Publisher

125 Writing Business Letters and Reports
Cormella E. Mansfield & Margaret Hilton Bahniuk
Bobbs-Merrill Educational Publishing Publication Date: 1981

126 Your Career, A Contemporary Approach to Self-Development
N/A
Bobbs-Merrill Educational Publishing Publication Date: 1975

147 Finding a Job
John McHugh
Changing Times Education Service
A Division of EMC Publication Date: 1981

148 Filling Out Job Application Forms
John McHugh
Changing Times Education Service
A Division of EMC Publication Date: 1981

150 Interviewing for Jobs
John McHugh
Changing Times Education Service Publication Date: 1981

151 Filling Out Job Application Forms
John McHugh
Changing Times Education Service Publication Date: 1981

152 Finding a Job
John McHugh
Changing Times Education Service Publication Date: 1981

173 Career Information Kit
N/A Price $526.50
SRA - Science Research Associates Inc. Publication Date: 1979

207 Interviewing for Jobs
John McHugh
EMC Publishing Publication Date: 1981

224 Career Planning: Freedom to Choose
Bryce Shertger
Houghton Mifflin Publication Date: 1981

238 Occupational Essentials, Skills and Attitudes for Employment
Instructors Guide and Lesson Plans
Leona H. Meredith
H. C. Johnson Press Inc.

239 You're Hired
N/A Publication Date: 1972
Center for Occupational Curriculum Development Price $12.00

240 Occupational Essentials, Skills and Attitudes for Employment
David J. Richter
H. C. Johnson Press Inc. Publication Date: 1980

2.4 JOB INTERVIEWS

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

250 English for Adult Living, Teacher Guide, English for Employment
Larry M. Parsky   2 Books
Mafex Associates Inc.   Publication Date: 1978

253 More Fill in the Blanks
Stephene Klein Match
Mafex Associates Inc.   Publication Date: 1978

257 Job Search, Seizure Survival
D. E. Wheeler & Allen Mark Perres
McKnight Publishing Company   Publication Date: 1976

258 Entering the World of Work, Activities
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company   Publication Date: 1978

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company   Publication Date: 1978

276 Lesson Plans for Cosmetology Career Awareness
Vera McKee & Emily Lunday
Milady Publishing Corporation   Publication Date: 1975

279 Job Orientation, Students' Manual
Harry R. Moon
Milady Publishing Corporation   Publication Date: 1978

280 Teen Profile for Personal Development
Bobbi Ray
Milady Publishing Corporation   Publication Date: 1978

281 Call Me Mister
Bary James
Milady Publishing Corporation   Publication Date: 1974

282 Charm & Poise for Getting Ahead
Ruth Tolman
Milady Publishing Corporation   Publication Date: 1978

284 The Right Job -- and how to get it
David H. Willsie
Motivation Development Inc.   Publication Date: 1978

286 Career Emphasis Series, A Self Study Approach to Life/Career Planning
Jane A. Inge, Stephen E. Forrer and others   6 Books
Olympus Publishing Company

305 New Visions: Survival Skills for the Exceptional
N/A   Filmstrip/Cassette Only
Gamco Industries Inc.   Price $550.00

306 How to Find and Apply For a Job
Kushner & Keily   Third Edition-Reference
South-Western Publishing Company   Price $2.55

307 Getting A Job
Zedlitz   Kit
South-Western Publishing Company   Publication Date: 1981

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance   3 Volume Set
Occupational Curriculum Laboratory
East Texas State University

3. POST-EMPLOYMENT

3.1 WORK RELATED SKILLS

3.1.1 COMPANY KNOWLEDGE FACTORS

024 Mott Basic Language Skills Programs -- Auxiliary Materials
Byron E. Chapman, et al. 6 Books/Price $29.00
Allied Educational Press Publication Date: 1980

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company Price $12.00
Appalachia Educational Laboratory Inc. Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse Publication Date: 1979
Western Illinois University

094 Forms in Your Future
M. Goltry
Globe Book Company Inc. Publication Date: 1980

098 Job Instruction Training
Dean A. Hawley
Distributive Education Materials Laboratory

101 Owning an Automobile
Betty Herzog
Follett Publishing Company Publication Date: 1982

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1977

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

117 Basic Health Care Explained
N/A Price $168.00
Bergwall Productions Inc.

125 Writing Business Letters and Reports
Carmella E. Mansfield & Margaret Hilton Bahniuk
Bobbs-Merrill Educational Publishings Publication Date: 1981

127 Your Career in The World of Work
Milton K. Berlye
Bobbs-Merrill Educational Publishing Publication Date: 1975

129 Mini Sims Temporaries (Modern Office Simulations 1 and 2)
Rosemarie McCouley
Bobbs-Merrill Educational Publishing Publication Date: 1979

3.1.1 COMPANY KNOWLEDGE FACTORS

150 Interviewing for Jobs
John McHugh
Changing Times Education Service — Publication Date: 1981

160 Repairs Without Rip-Offs
Constance Van Brunt McMillan
Changing Times Education Service — Publication Date: 1979

161 Survival at The Supermarket
Constance Van Brunt McMillan
Changing Times Education Service — Publication Date: 1979

187 Exploring the Industries
Chris H. Groneman & Gary E. Grannis
Delmar Publichers — Publication Date: 1980

193 Me and Jobs
Dennis Hooker & Almut Fleming
Educational Design Inc. — Publication Date: 1974

217 Banking
Betty Herzog
Follett Publishing Company — Publication Date: 1980

223 Everyday Survival Skills, Mostly Money Matters
Dr. Ray Brookel — 3 Books/Price $20.00
Hayes School Publishing Co., Inc. — Publication Date: 1980

238 Occupational Essentials, Skills and Attitudes for Employment
Instructor's Guide and Lesson Plans
Leona H. Meredith
H. C. Johnson Press Inc.

240 Occupational Essentials, Skills and Attitudes for Employment
David J. Richter
H. C. Johnson Press Inc. — Publication Date: 1980

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc. — Publication Date: 1978

254 Cars
Roger E. Kranich & Jerry L. Messec
Mafex Associates Inc. — Publication Date: 1980

283 Skills for Everyday Living
David H. Willsie — 2 Books
Motivation Development Inc. — Publication Date: 1980

294 You and Others on the Job
Doug Weeks
New Readers Press — Publication Date: 1979

300 Current Career and Occupational Literature
Leonard H. Goodman Ed.D
The H. W. Wilson Company — Publication Date: 1980

302 Up Your Career
Dean C. Dauw
Waveland Press Inc. — Publication Date: 1980

309 Real World
George Nobbe, Executive Editor — Newspaper
King Features Syndicate

3.1.1 COMPANY KNOWLEDGE FACTORS

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance 3 Volume Set
Occupational Curriculum Laboratory
East Texas State University Publication Date: 1978

3.1.2 EMPLOYEE CHARACTERISTICS

058 Teaching & Caring -- On the Job
Jane O'Connor
Butterick Publishing Publication Date: 1979

081 Employability Skills: Matching Yourself with Suitable Jobs
Department of Vocational Education
University of Kentucky
Kentucky State Department of Education

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company Price $12.00
Appalachia Educational Laboratory Inc. Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse Publication Date: 1979
Western Illinois University

085 Reader's Digest "Working Worlds"
Irene Fondel Gersten, PH.D 2 Books
Reader's Digest Educational Division Publication Date: 1981

102 Keeping a Job
Betty Herzog
Follett Publishing Company Publication Date: 1982

106 Survival: In the World of Work
Charles A. Storms
Ohio Distributive Education Materials Lab

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

116 Planning for Success
N/A Price $400.00
National Career Consultants Inc. Publication Date: 1981

123 Survival Skills in the World of Work
Fred Pyrczak 50 Spirit Masters/Price $17.00
J. Weston Walch, Publisher

127 Your Career in The World of Work
Milton K. Berlye
Bobbs-Merrill Educational Publishing Publication Date: 1975

129 Mini Sims Temporaries (Modern Office Simulations 1 and 2)
Rosemarie McCouley
Bobbs-Merrill Educational Publishing Publication Date: 1979

135 Just Around the Corner
N/A 4 Books
Cambridge Book Company Publication Date: 1977; I,
A New York Times Company 1978; II, III, IV

173 Career Information Kit
N/A Price $526.50
SRA - Science Research Associates Inc. Publication Date: 1979

3.1.2 EMPLOYEE CHARACTERISTICS

181 An Introduction to Selling: Part One Personal Skills,
Part Two Selling Skills   Price $245.00
Prentice-Hall Media

184 All About Banking
N/A   4 Color Filmstrips/Program Guide
Prentice-Hall Media   Price $104.00

187 Exploring the Industries
Chris H. Groneman & Gary E. Grannis
Delmar Publishers   Publication Date: 1980

193 Me and Jobs
Dennis Hooker & Almut Fleming
Educational Design Inc.   Publication Date: 1974

238 Occupational Essentials, Skills and Attitudes for Employment
Instructor's Guide and Lesson Plans
Leona H. Meredith
H. C. Johnson Press Inc.

240 Occupational Essentials, Skills and Attitudes for Employment
David J. Richter
H. C. Johnson Press Inc   Publication Date: 1980

242 Unemployment is Non-Cents
Gary D. Lawson
Lawson Book Company

257 Job Search, Seizure Survival
D. E. Wheeler & Allen Mark Perres
McKnight Publishing Company   Publication Date: 1976

259 Entering the World of Work
Grady Kimbrell & Ben S. Vineyard
McKnight Publishing Company   Publication Date: 1978

278 Spirit Masters for Cosmetology Career Awareness
N/A
Milady Publishing Corporation   Publication Date: 1975

286 Career Emphasis Series, A Self Study Approach to Life/Career Planning
Jane A. Inge, Stephen E. Forrer and others   6 Books
Olympus Publishing Company

294 You and Others on the Job
Doug Weeks
New Readers Press   Publication Date: 1979

302 Up Your Career
Dean C. Dauw
Waveland Press Inc.   Publication Date: 1980

305 New Visions: Survival Skills for the Exceptional
N/A   Filmstrip/Cassette Only
Gamco Industries Inc.   Price $550.00

310 Career Awareness
N/A
King Features Education Division   Publication Date: 1980

320 Self-Contained Occupational Investigation Modules
ESTU Dept. of Student Personnel and Guidance   3 Volume Set/Price $7.50
Occupational Curriculum Laboratory
East Texas State University   Publication Date: 1978

3.2 LIVING

3.2.1 MANAGING PERSONAL FINANCES

005	Employability Skills Curriculum Guide	
	Jerry Wircenski, et al.	
	Division of Occupational and Vocational Studies	
	The Pennsylvania State University	
	University Park, PA 16802	Publication Date: 1979
024	Mott Basic Language Skills Programs -- Auxiliary Materials	
	Byron E. Chapman, et al.	6 Books/Price $29.00
	Allied Educational Press	Publication Date: 1980
042	Housing & Home Furnishings: Your Personal Environment	
	Barbara Weiland, Editor	5 Program Packages
	Butterick Publishing	Publication Date: 1975
046	Supermarket Shopping, a guide to grocery store services	
	Peggy Brown, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
047	Shoppers' specials, coupons, discounts, samples and sales	
	Peggy Brown, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
048	Making a major purchase	
	Peggy Brown, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
049	Understanding inflation	
	Carole A. Vickers, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
050	What's in a paycheck? A closer look at benefits and deductions	
	Carole A. Vickers, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
051	Shopping at home, catalog and mail order buying	
	Carole A. Vickers, Program Consultant	Price $40.00
	Butterick Publishing	Publication Date: 1980
055	Personal Finance: You and Your Money	
	Tom Mellers	
	Butterick Publishing	Publication Date: 1976
064	Banking Services and You	
	N/A	4 Filmstrips, 2 Cassettes
	Eye Gate Media	8 Spirit Masters/Price $75.00
070	Consumer Education: Buying Right	
	N/A	6 Filmstrips, 3 Cassettes
	Eye Gate Media	Price $102.00
071	Banking Services and You	
	N/A	4 Filmstrips, 2 Cassettes
	Eye Gate Media	Price $74.00
073	Survival Skills - Everything you need to know about living on your own	
	N/A	4 Filmstrips, 2 Cassettes
	Eye Gate Media	Price $68.00
077	Banking Skills for the Occupational Work Adjustment Student	
	Edward A. Overbeke	
	Ohio Distributive Education Materials Lab	Publication Date: 1979
099	Consumer Math Cassettes	
	N/A	12 Cassettes/Price $170.00
	Math House	

3.2.1 MANAGING PERSONAL FINANCES

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab — Price $16.00
University of Missouri - Columbia — Publication Date: 1979

109 Personal Finance
Deedee Napier
Instructional Materials Lab — Price $13.00
University of Missouri - Columbia — Publication Date: 1976

110 Practical Business
Deedee Stocker Napier
Instructional Materials Lab — Price $15.00
University of Missouri - Columbia — Publication Date: 1979

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others — 5 Packages/Price $300.00
McKnight Publishing Company — Publication Date: 1977-1978

115 The Fascinating World of Work
N/A — Price $36.00
National Career Consultants Inc. — Publication Date: 1977

124 Banking Is
Ora Mae Kirk — 4 Manuals
National Learning Productions Inc. — Publication Date: 1977

131 Money Management
M. Herbert Freeman & David K. Graff
Bobbs-Merrill Educational Publishing — Publication Date: 1980

132 A Guide To Independent Living
Jane Libman Nemiroff
Butterick Publishing — Publication Date: 1980

149 Buying for Keeps
Sarah Snyder
Changing Times Education Service — Publication Date: 1980

155 Good Sense with Our Dollars
Sarah Snyder
Changing Times Education Service — Publication Date: 1980

157 Buying on Credit
Constance Van Brunt McMillan
Changing Times Education Service — Publication Date: 1979

159 So You Want To Buy A Car
Constance Van Brunt McMillan
Changing Times Education Service — Publication Date: 1979

161 Survival at The Supermarket
Constance Van Brunt McMillan
Changing Times Education Service — Publication Date: 1979

184 All About Banking
N/A — 4 Color Filmstrips/Program Guide
Prentice-Hall Media — Price $104.00

197 Life Skills, Attitudes in Everyday Living
Margaret M. Brewner & William C. McMahon
Educational Design Inc. — Publication Date: 1980

204 Checking and Balancing (Banking and Budgeting)
Marilyn Thypin & Lynne Glasner
EMC Corporation — Publication Date: 1980

206 More Food for Our Money (Food Planning and Buying)
Marilyn Thypin & Lynne Glasner
EMC Corporation — Publication Date: 1979

3.2.1 MANAGING PERSONAL FINANCES

211	Put Your Money Down	
	Marilyn Thypin & Lynne Glasner	
	EMC Corporation	Publication Date: 1979
217	Banking	
	Betty Herzog	
	Follett Publishing Company	Publication Date: 1980
247	Everyday Business	
	Gary D. Lawson	Price $1.75
	Lawson Book Company	Publication Date: 1976
253	More Fill in The Blanks	
	Stephene Klein Match	
	Mafex Associates Inc.	Publication Date: 1978
254	Cars	
	Roger E. Kranich & Jerry L. Messec	
	Mafex Associates Inc.	Publication Date: 1980
255	Consume This Book	
	Rebecca Match Hassan	
	Mafex Associates Inc.	Publication Date: 1978
283	Skills for Everyday Living	
	David H. Willsie	2 Books
	Motivation Development Inc.	Publication Date: 1980
288	On Money Management	
	Sharon Bywater	6 Booklets
	New Readers Press	Publication Date: 1980
293	Getting Health Care	
	Maxine Phillips	
	New Readers Press	Publication Date: 1980
305	New Visions: Survival Skills for the Exceptional	
	N/A	Filmstrip/Cassette Only
	Gamco Industries Inc.	Price $550.00
308	Skills For Consumer Success	
	Donnelly	10 Units
	South-Western Publishing Company	Publication Date: 1981

3.2.2 MAINTAINING A RESIDENCE

041	Clothing: The Visible Self	
	Mary Johnson	
	Butterick Publishing	Publication Date: 1976
042	Housing & Home Furnishings: Your Personal Environment	
	Barbara Weiland, Editor	5 Program Packages
	Butterick Publishing	Publication Date: 1975
044	Lifestyles: Options for Living	
	Carolyn Worthington	
	Butterick Publishing	Publication Date: 1976
073	Survival Skills - Everything you need to know about living on your own	
	N/A	4 Filmstrips, 2 Cassettes
	Eye Gate Media	Price $68.00
099	Consumer Math Cassettes	
	N/A	12 Cassettes/Price $170.00
	Math House	
114	Communication Skills for Succeeding in the World of Work	
	Alice R. Geoffray and others	5 Packages/Price $300.00
	McKnight Publishing Company	Publication Date: 1977-1978

3.2.2 MAINTAINING A RESIDENCE

132	A Guide To Independent Living Jane Libman Nemiroff Butterick Publishing	Publication Date: 1980
160	Repairs Without Rip-offs Constance Van Brunt McMillan Changing Times Education Service	Publication Date: 1979
205	Leases and Landlords (Apartment Living) Marilyn Thypin and Lynne Glasner EMC Corporation	Publication Date: 1980
219	Finding Housing Betty Herzog Follett Publishing Company	Publication Date: 1981
253	More Fill in The Blanks Stephene Klein Match Mafex Associates Inc.	Publication Date: 1978
255	Consume This Book Rebecca Match Hassan Mafex Associates Inc.	Publication Date: 1978
283	Skills for Everyday Living David H. Willsie Motivation Development Inc.	2 Books Publication Date: 1980
305	New Visions: Survival Skills for the Exceptional N/A Gamco Industries Inc.	Filmstrip/Cassette Only Price $550.00
308	Skills for Consumer Success Donnelly South-Western Publishing Company	10 Units Publication Date: 1981
311	How to Rent a House N/A Channing L. Bete Co., Inc.	Publication Date: 1979

3.2.3 BEING A WISE CONSUMER

002	New Driver: The Continuing Guide to Driver Education and Energy Conservation Curriculum Innovations Inc.	Magazine Publication Date: Monthly
005	Employability Skills Curriculum Guide Jerry Wircenski, et al. Division of Occupational and Vocational Studies The Pennsylvania State University University Park, PA 16802	Publication Date: 1979
024	Mott Basic Language Skills Programs -- Auxiliary Materials Byron E. Chapman, et al. Allied Educational Press	6 Books/Price $29.00 Publication Date: 1980
041	Clothing: The Visible Self Mary Johnson Butterick Publishing	Publication Date: 1976
042	Housing & Home Furnishings: Your Personal Environment Barbara Weiland, Editor Butterick Publishing	5 Program Packages Publication Date: 1975

3.2.3 BEING A WISE CONSUMER

043 Food and Nutrition: Dollars and Sense
Barbara Weiland, Editor
Butterick Publishing — Publication Date: 1975

046 Supermarket shopping, a guide to grocery store services
Peggy Brown, Program Consultant — Price $40.00
Butterick Publishing — Publication Date: 1980

047 Shoppers' specials, coupons, discounts, samples and sales
Peggy Brown, Program Consultant
Butterick Publishing — Publication Date: 1980

048 Making a major purchase
Peggy Brown, Program Consultant — Price $40.00
Butterick Publishing — Publication Date: 1980

049 Understanding inflation
Carole A. Vickers, Program Consultant — Price $40.00
Butterick Publishing — Publication Date: 1980

050 What's in a paycheck? A closer look at benefits and deductions
Carole A. Vickers, Program Consultant — Price $40.00
Butterick Publishing — Publication Date: 1980

051 Shopping at home, catalog and mail order buying
Carole A. Vickers, Program Consultant — Price $40.00
Butterick Publishing — Publication Date: 1980

055 Personal Finance: You and Your Money
Tom Mellers
Butterick Publishing — Publication Date: 1976

064 Banking Services and You
N/A — 4 Filmstrips, 2 Cassettes
Eye Gate Media — 8 Spirit Masters/Price $75.00

070 Consumer Education: Buying Right
N/A — 6 Filmstrips, 3 Cassettes
Eye Gate Media — Price $102.00

071 Banking Services and You
N/A — 4 Filmstrips, 2 Cassettes
Eye Gate Media — Price $74.00

077 Banking Skills for the Occupational Work Adjustment Student
Edward A. Overbeke
Ohio Distributive Education Materials Lab — Publication Date: 1979

099 Consumer Math Cassettes
N/A — 12 Cassettes/Price $170.00
Math House

101 Owning an Automobile
Betty Herzog
Follett Publishing Company — Publication Date: 1982

109 Personal Finance
Deedee Napier
Instructional Materials Lab — Price $13.00
University of Missouri - Columbia — Publication Date: 1976

110 Practical Business
Deedee Stocker Napier
Instructional Materials Lab — Price $15.00
University of Missouri - Columbia — Publication Date: 1979

3.2.3 BEING A WISE CONSUMER

114	Communication Skills for Succeeding in the World of Work Alice R. Geoffray and others McKnight Publishing Company	5 Packages/Price $300.00 Publication Date: 1977-1978
115	The Fascinating World of Work N/A National Career Consultants Inc.	Price $36.00 Publication Date: 1977
116	Planning for Success N/A National Career Consultants Inc.	Price $400.00 Publication Date: 1981
121	How to buy a used car N/A Bergwall Productions Inc.	Price $57.00
122	How to buy a used motorcycle N/A Bergwall Productions Inc.	Price $57.00
124	Banking Is Ora Mae Kirk National Learning Productions Inc.	4 Manuals Publication Date: 1977
135	Just Around the Corner N/A Cambridge Book Company A New York Times Company	4 Books Publication Date: 1977; I, 1978; II, III, IV
145	Basic Skills in Shopping Eleanor R. Young Cebco Standard Publishing	Publication Date: 1974
149	Buying for Keeps Sarah Snyder Changing Times Education Service	Publication Date: 1980
154	So You Need Action Sarah Snyder Changing Times Education Services	Publication Date: 1980
155	Good Sense With Our Dollars Sarah Snyder Changing Times Education Service	Publication Date: 1980
156	Renting it Right Sarah Snyder Changing Times Education Service	Publication Date: 1980
158	Dress for Less Constance Van Brunt McMillan Changing Times Education Service	Publication Date: 1979
161	Survival at the Supermarket Constance Van Brunt McMillan Changing Times Education Service	Publication Date: 1979
202	Good Buy (Buying Home Furnishings) Marilyn Thypin & Lynne Glasner EMC Corporation	Publication Date: 1980
206	More Food for Our Money (Food Planning and Buying) Marilyn Thypin and Lynne Glasner EMC Corporation	Publication Date: 1979
208	When Things Don't Work Marilyn Thypin & Lynne Glasner EMC Corporation	Publication Date: 1979

3.2.3 BEING A WISE CONSUMER

209 Wheels and Deals (Buying a Car)
Marilyn Thypin & Lynne Glasner
EMC Corporation Publication Date: 1979

210 Try it On (Buying Clothing)
Marilyn Thypin & Lynne Glasner
EMC Corporation Publication Date: 1979

214 Banking and Budgeting
N/A
Gamco Industries Inc.

215 Shopping and Saving
N/A
Gamco Industries Inc.

247 Everyday Business
Gary D. Lawson Price $1.75
Lawson Book Company Publication Date: 1976

253 More Fill in The Blanks
Stephene Klein Match
Mafex Associates Inc. Publication Date: 1978

254 Cars
Roger E. Kranich & Jerry L. Messec
Mafex Associates Inc. Publication Date: 1980

255 Consume This Book
Rebecca Match Hassan
Mafex Associates Inc. Publication Date: 1978

283 Skills for Everyday Living
David H. Willsie
Motivation Development Inc. Publication Date: 1980

291 Be Informed On (Renting a place to live, buying a car, buying a house)
Stephen Ludwig & Wendy Stein
New Readers Press Publication Date: 1977

304 Pricing and Purchasing
N/A Price $5.00
Gamco Industries Inc.

305 New Visions: Survival Skills for the Exceptional
N/A Filmstrip/Cassette Only
Gamco Industries Inc. Price $550.00

308 Skills for Consumer Success
Donnelly 10 Units
South-Western Publishing Company Publication Date: 1981

3.2.4 BUSINESS AGREEMENTS

055 Personal Finance: You and Your Money
Tom Mellers
Butterick Publishing Publication Date: 1976

060 Management for Living (Program 1 and 2)
Karen Theroux (Project Editor); Pamela Swack (Consultant)
Butterick Publishing Publication Date: 1978-1979

076 Time Management
John R. Bininger, et al.
Ohio Distributive Education Materials Lab Publication Date: 1976-77

3.2.4 BUSINESS AGREEMENTS

081 Employability Skills: Matching Yourself with Suitable Jobs
Department of Vocational Education
University of Kentucky
Kentucky State Department of Education

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company
Price $12.00
Appalachia Educational Laboratory Inc.
Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Publication Date: 1979
Western Illinois University

098 Job Instruction Training
Dean A. Hawley
Distributive Education Materials Laboratory

099 Consumer Math Cassettes
N/A
12 Cassettes/Price $170.00
Math House

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab
Price $16.00
University of Missouri - Columbia
Publication Date: 1977

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others
5 Packages/Price $300.00
McKnight Publishing Company
Publication Date: 1977-1978

125 Writing Business Letters and Reports
Carmella E. Mansfield & Margaret Hilton Bahniuk
Bobbs-Merrill Educational Publishing
Publication Date: 1981

160 Repairs Without Rip-offs
Constance Van Brunt McMillan
Changing Times Education Service
Publication Date: 1979

205 Leases and Landlords (Apartment Living)
Marilyn Thypin & Lynne Glasner
EMC Corporation
Publication Date: 1980

211 Put Your Money Down
Marilyn Thypin & Lynne Glasner
EMC Corporation
Publication Date: 1979

214 Banking and Budgeting
N/A
Gamco Industries Inc.

254 Cars
Roger E. Kranich & Jerry L. Messec
Mafex Associates Inc.
Publication Date: 1980

305 New Visions: Survival Skills for the Exceptional
N/A
Filmstrip/Cassette Only
Gamco Industries Inc.

308 Skills For Consumer Success
Donnelly
South-Western Publishing Company
Publication Date: 1981

3.2.5 PERSONAL HEALTH AND SAFETY

002 New Driver: The Continuing Guide to Driver Education
and Engery Conservation
Magazine
Curriculum Innovations Inc.
Publication Date: Monthly

003 Current Health: The Continuing Guide to Health Education
N/A
Magazine
Curriculum Innovations Inc.
Publication Date: Monthly

005 Employability Skills Curriculum Guide
Jerry Wircenski, et al.
Division of Occupational and Vocational Studies
The Pennsylvania State University
University Park, PA 16802
Publication Date: 1979

037 Principles of Food Service: Sanitation, Safety and Economy
Ann Ward, et al.
Price $100.00
Butterick Publishing
Publication Date: 1977

040 Health and Safety: Keeping Fit
Arlene Hinkemeyer
Butterick Publishing
Publication Date: 1976

073 Survival Skills - Everything you need to know about living on your own
N/A
4 Filmstrips, 2 Cassettes
Eye Gate Media
Price $68.00

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse
Publication Date: 1979
Western Illinois University

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others
5 Packages/Price $300.00
McKnight Publishing Company
Publication Date: 1977-1978

118 Exploding Nutrition Myths
N/A
Price $202.00
Bergwall Productions

119 Exploding Nutrition Myths II
N/A
Price $235.00
Bergwall Productions Inc.

126 Your Career, A Contemporary Approach to Self-Development
N/A
Bobbs-Merrill Educational Publishing
Publication Date: 1975

153 Help Yourself to Health Care
Sarah Snyder
Changing Times Education Service
Publication Date: 1980

176 Mental Health (Associated Press Special Report)
N/A
2 Color Filmstrips/Program Guide
Prentice-Hall Media
Price $35.00

177 Alcohol: Effects on Society
N/A
Price $35.00
Prentice-Hall Media

178 At Issue: Health Care - Right or Privilege?
N/A
Price $30.00
Prentice-Hall Media

179 Our Pill Society
N/A
Price $55.00
Prentice-Hall Media

3.2.5 PERSONAL HEALTH AND SAFETY

180 Human Birth, Growth and Development: Facts and Feelings
N/A Price $270.00
Prentice-Hall Media

201 Health Care For The Wongs (Health Insurance, Choosing a Doctor)
Marilyn Thypin & Lynne Glasner
EMC Corporation Publication Date: 1980

280 Teen Profile for Personal Development
Bobbi Ray
Milady Publishing Corporation Publication Date: 1978

281 Call Me Mister
Bary James
Milady Publishing Corporation Publication Date: 1974

292 Help Yourself to Health
Nancy Raines Day
New Readers Press Publication Date: 1980

293 Getting Health Care
Maxine Phillips
New Readers Press Publication Date: 1980

294 You and Others on the Job
Doug Weeks 3 Books
New Readers Press Publication Date: 1979

305 New Visions: Survival Skills for the Exceptional
N/A Filmstrip/Cassette Only
Gamco Industries Inc. Price $550.00

3.2.6 COMMUNITY RESOURCES

024 Mott Basic Language Skills Programs -- Auxiliary Materials
Byron E. Chapman, et al 6 Books/Price $29.00
Allied Educational Press Publication Date: 1980

039 American Women: New Opportunities
Peggy Sloane
Butterick Publishing Publication Date: 1976

060 Management for Living (Program 1 & 2)
Karen Theroux (Project Editor); Pamela Swack (Consultant)
Butterick Publishing Publication Date: 1978-1979

064 Banking Services and You
N/A 4 Filmstrips, 2 Cassettes
Eye Gate Media 8 Spirit Masters/Price $75.00

071 Banking Services and You
N/A 4 Filmstrips, 2 Cassettes
Eye Gate Media Price $74.00

077 Banking Skills for the Occupational Work Adjustment Student
Edward A. Overbeke
Ohio Distributive Education Materials Lab Publication Date: 1979

082 Program Standards for Public Schools
Occupational Curriculum Laboratory
East Texas State University
Commerce, TX 75428 Publication Date: 1978

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company Price $12.00
Appalachia Educational Laboratory Inc. Publication Date: 1978

3.2.6 COMMUNITY RESOURCES

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse Publication Date: 1979
Western Illinois University

095 You, The Buyer
Carolyn Starkey & Norgina W. Penn
Globe Book Company Inc. Publication Date: 1980

103 The Government and You
Betty Herzog
Follett Publishing Company Publication Date: 1982

104 Becoming a U.S. Citizen
Betty Herzog
Follett Publishing Company Publication Date: 1982

107 Business Communications
Deedee Stocker Napier
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1977

109 Personal Finance
Deedee Napier
Instructional Materials Lab Price $13.00
University of Missouri - Columbia Publication Date: 1976

110 Practical Business
Deedee Stocker Napier
Instructional Materials Lab Price $15.00
University of Missouri - Columbia Publication Date: 1979

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-1978

115 The Fascinating World of Work
N/A Price $36.00
National Career Consultants Inc. Publication Date: 1977

124 Banking Is
Ora Mae Kirk 4 Manuals
National Learning Productions Inc. Publication Date: 1977

153 Help Yourself to Health Care
Sarah Snyder
Changing Times Education Service Publication Date: 1980

154 So You Need Action
Sarah Snyder
Changing Times Education Service Publication Date: 1980

157 Buying on Credit
Constance Van Brunt McMillan
Changing Times Education Service Publication Date: 1979

177 Alcohol: Effects on Society
N/A Price $35.00
Prentice-Hall Media

204 Checking and Balancing (Banking and Budgeting)
Marilyn Thypin & Lynne Glasner
EMC Corporation Publication Date: 1980

217 Banking
Betty Herzog
Follett Publishing Company Publication Date: 1980

3.2.6 COMMUNITY RESOURCES

247 Everyday Business
Gary D. Lawson — Price $1.75
Lawson Book Company — Publication Date: 1976

283 Skills for Everyday Living
David H. Willsie — 2 Books
Motivation Development Inc. — Publication Date: 1980

288 On Money Management
Sharon Bywater — 6 Booklets
New Readers Press — Publication Date: 1980

293 Getting Health Care
Maxine Phillips
New Readers Press — Publication Date: 1980

309 Real World
George Nobbe, Executive Editor — Newspaper
King Features Syndicate

310 Career Awareness
N/A
King Features Education Division — Publication Date: 1980

3.2.7 GOOD CITIZENSHIP PRACTICES

025 Mott Basic Language Skills Programs -- Comprehension Series
Byron E. Chapman, et al. — 8 Books/Price $29.00
Allied Educational Press — Publication Date: 1977-1978

052 Interpersonal Skills for Creative Living
Josephine A. Foster — Books & Spirit Masters/Price $23.00
Butterick Publishing & Visual Education Corporation
Publication Date: 1979

056 Parent, Child and Center
Jane O'Connor
Butterick Publishing — Publication Date: 1979

057 Helping Children Grow
Jane O'Connor
Butterick Publishing — Publication Date: 1979

059 The Role of the Child Care Aide -- You and Child Care
Jane O'Connor
Butterick Publishing — Publication Date: 1979

064 Banking Services and You
N/A — 4 Filmstrips, 2 Cassettes
Eye Gate Media — 8 Spirit Masters/Price $75.00

080 Dress to Impress
Ronald Simon, et al.
Ohio Distributive Education Materials Lab
Ohio Department of Education — Publication Date: 1976-77

083 Exploring Career Decision-Making
David W. Winefordner
McKnight Publishing Company — Price $12.00
Appalachia Educational Laboratory Inc. — Publication Date: 1978

084 Methods and Materials for Teaching Occupational Survival Skills
Robert E. Nelson, et al.
Curriculum Publications Clearinghouse — Publication Date: 1979
Western Illinois University

3.2.7 GOOD CITIZENSHIP PRACTICES

087 You and The Law
N/A
The Reader's Digest Association Inc. Publication Date: 1978

095 You, The Buyer
Carolyn Starkey & Norgina W. Ponn
Globe Book Company Inc. Publication Date: 1980

103 The Government and You
Betty Herzog
Follett Publishing Company Publication Date: 1982

104 Becoming a U.S. Citizen
Betty Herzog
Follett Publishing Company Publication Date: 1982

108 Job Application and Interview
Richard C. Lacy, et al.
Instructional Materials Lab Price $16.00
University of Missouri - Columbia Publication Date: 1979

114 Communication Skills for Succeeding in the World of Work
Alice R. Geoffray and others 5 Packages/Price $300.00
McKnight Publishing Company Publication Date: 1977-78

132 A Guide To Independent Living
Jane Libman Nemiroff
Butterick Publishing Publication Date: 1980

177 Alcohol: Effects on Society
N/A Price $35.00
Prentice-Hall Media

221 The Law and You
Betty Herzog
Follett Publishing Company Publication Date: 1981

241 Color Me American
Gary D. Lawson Price $2.10
Lawson Book Company Publication Date: 1967

247 Everyday Business
Gary D. Lawson Price $1.75
Lawson Book Company Publication Date: 1976

III-2

RESOURCE MATERIAL CHARACTERISTICS

The purpose of this section is to identify the characteristics of the resource materials listed in Section III-1. The materials are identified by a number which is matched with the applicable characteristic as denoted by an "X" in the appropriate column. The information presented will enable the reader to identify such material characteristics as print format, readability, type of illustrations, publisher's intended use, instructional format, and specific features which make the material particularily applicable to disadvantaged youth.

Handbook users are encouraged to use this section in deciding which materials to evaluate for possible use. A decision to purchase should not be based solely on this information. Publishers will provide much more detailed information and in many cases will provide complimentary copies for evaluation. Most publishers will also ship materials on a 30 day approval basis. Publishers addresses are listed in Appendix B.

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
001	x	x				x		x				32	x	x				x	x	x	x	x
002						x		x				32	x	x				x	x	x	x	x
003								x				32	x	x				x	x	x	x	x
004	x	x		x	x	x			x			195	x					x			x	
005	x	x			x	x			x			98	x		x			x				
006	x					x	x			x		8	x		x			x			x	
007	x	x				x	x			x		8	x		x			x			x	
008	x					x	x			x		8	x		x			x			x	
009	x					x	x			x		8	x		x			x			x	
010	x					x	x			x		8	x		x			x			x	
011	x					x	x			x		8	x		x			x			x	
012	x					x		x		x		8	x		x			x			x	
013	x					x		x		x		8	x		x			x			x	
014	x					x		x		x			x		x			x			x	
015	x					x		x		x		8	x		x			x			x	
016	x					x		x		x		8	x		x			x			x	
017	x					x		x		x		8	x		x			x			x	
018	x					x		x		x		8	x		x			x			x	
019	x					x		x		x		8	x		x			x			x	
020	x					x		x		x		8	x		x			x			x	
021	x			x	x			x					x						x		x	
022	x			x	x			x					x									
023	x			x	x	x		x					x					x		x	x	
024	x			x	x	x		x					x			5		x	x	x	x	
025	x			x	x			x					x			7		x	x	x	x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
001	x	x		x	x	x	x																					
002	x	x		x	x	x	x																					
003	x	x		x	x	x	x																					
004	x			x		x					x	x	x															
005		x				x				x	x	x			x													
006	x			x		x																						
007	x			x		x																						
008	x			x		x																						
009	x			x		x																						
010	x			x		x																						
011	x			x		x																						
012	x			x		x																						
013	x			x		x																						
014	x			x		x																						
015	x			x		x																						
016	x			x		x																						
017	x			x		x																						
018	x			x		x																						
019	x			x		x																						
020	x			x		x																						
021	x			x		x																						
022	x				x							x		x	x													
023	x				x			x		x	x			x	x													
024	x				x	x		x		x	x		x															
025	x				x	x		x		x	x		x															

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
026	x			x	x			x					x			9		x	x	x	x	
027	x			x	x			x						x		9		x	x	x	x	
028				x				x							x							
029				x				x							x							
030				x				x							x							
031				x				x							x							
032				x		x		x							x							
033				x				x							x							
034				x				x							x							
035				x				x							x							
036				x				x							x							
037				x		x		x							x							
038				x		x		x							x							
039				x		x		x							x							
040				x				x							x							
041				x				x							x							
042				x				x							x							
043				x				x							x							
044				x				x							x							
045				x				x							x							
046				x				x							x							
047				x				x							x							
048				x				x							x							
049				x				x							x							
050				x				x							x							

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
026	x				x	x		x		x	x		x		x													
027	x				x	x		x		x	x		x		x													
028	x	x			x	x	x		x						x		x					13		x			x	
030	x	x			x	x	x		x						x		x					12		x			x	
031	x	x			x	x	x		x						x		x					9		x			x	
032	x	x			x	x	x		x						x		x					10		x			x	
033	x	x			x	x	x		x						x		x					10		x			x	
034	x	x			x	x	x		x						x		x					12		x			x	
035	x	x			x	x		x	x						x		x					12		x			x	
036	x	x			x	x		x	x						x		x					12		x			x	
037	x	x						x	x						x		x					11		x			x	
038	x	x			x	x			x						x		x					11		x			x	
039	x	x			x	x			x						x		x					14		x			x	
040	x	x		x	x	x	x	x		x	x	x	x	x	x		x					15		x			x	
041	x	x		x	x	x	x	x		x	x	x	x	x	x		x							x			x	
042	x	x		x	x	x	x	x		x	x	x	x	x	x		x					11		x			x	
043	x	x		x	x	x	x	x		x	x	x	x	x	x		x					8		x			x	
044	x	x		x	x	x	x	x	x		x	x	x	x	x		x					10		x			x	
045	x	x		x	x	x	x	x	x		x	x	x	x	x		x							x			x	
046	x	x		x	x	x	x	x	x		x	x	x	x	x		x							x			x	
047	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	
048	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	
049	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	
050	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/ social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ____ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
051				x				x							x							
052	x	x		x		x		x				126		x				x	x			x
053	x					x		x							x			x				x
054	x	x		x				x							x			x			x	x
055	x			x				x							x			x			x	
056	x			x	x	x		x							x							
057	x			x	x	x		x							x							
058	x			x	x	x		x							x							
059	x			x	x	x		x							x							
060	x			x	x	x		x							x							x
061																						
062																						
063																						
064																						
065																						
066																						
067																						
068																						
069																						
070																						
071																						
072																						
073																						
074																						
075				x					x						x							

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ___ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
051	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	
052	x	x		x	x	x	x	x	x	x	x	x	x	x	x								x	x				
053	x	x		x	x	x	x	x			x	x	x	x	x		x							x			x	
054	x	x		x	x	x	x	x	x	x	x	x	x	x	x									x			x	
055	x	x		x	x	x	x	x	x	x	x		x	x	x									x			x	
056	x	x		x	x	x		x		x	x	x	x	x	x							12		x			x	
057	x	x		x	x	x		x		x	x	x	x	x	x							12		x			x	
058	x	x		x	x	x		x		x	x	x	x	x	x							12		x			x	
059	x	x		x	x	x		x		x	x	x	x	x	x							11		x			x	
060	x	x	x	x	x	x		x	x		x	x	x	x	x		x					11		x			x	
061																											x	
062																		x										
063																x												
064																x												
065																x												
066																x												
067																x												
068																x												
069																x												
070																x												
071																												
072																												
073																												
074																												
075	x	x	x			x			x																			

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
076		x		x	x				x			64	x					x		x	x	
077	x			x				x				44	x			7		x	x		x	
078	x			x		x			x			308	x		x			x		x	x	
079				x					x			44	x									
080				x		x			x			215	x					x			x	
081		x		x	x			x					x									
082				x				x	x						x							
083	x	x		x		x	x					473	x		x			x	x	x	x	
084	x	x		x	x	x		x					x		x			x			x	
085		x				x		x											x	x	x	
086	x			x	x	x	x					730				10		x		x	x	
087				x		x	x					822						x	x	x	x	
088				x	x	x		x				64	x		x			x		x		x
089	x			x	x	x		x				92	x		x	10		x	x		x	
090	x			x	x	x		x				248	x		x	10		x	x	x	x	
091	x			x	x	x		x				348	x		x	10			x		x	
092				x		x		x				172	x		x	10		x			x	
093					x	x		x				103	x		x	10		x		x	x	
094				x	x	x		x				109	x		x	10		x		x	x	
095	x			x	x	x		x				120	x		x	10			x	x	x	
096	x			x	x				x				x					x			x	
098	x			x	x				x			131	x					x			x	
099	x			x	x				x													
100	x			x	x				x													

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
076	x			x		x		x	x	x	x																	
077	x	x		x		x		x			x	x	x		x													
078	x			x	x	x		x	x	x	x																	
079	x					x		x			x		x															
080	x			x	x	x		x	x	x	x																	
081	x					x		x		x			x															
082	x		x			x		x																				
083	x	x		x	x	x	x	x	x	x	x		x	x	x													
084	x	x		x	x	x	x	x	x	x	x	x	x	x														
085	x	x				x		x					x															
086	x	x				x		x	x		x		x	x	x													
087	x	x	x				x	x	x				x	x	x													
088	x	x		x		x		x			x		x	x	x													
089	x		x		x	x		x	x			x	x	x	x													
090	x	x		x		x		x	x				x	x	x													
091	x	x		x		x		x	x				x	x	x													
092	x	x		x		x		x	x				x	x	x													
093	x	x		x		x		x					x	x	x													
094	x			x		x		x					x	x	x													
095	x	x		x		x		x					x	x	x													
096	x			x	x	x		x		x	x		x															
098	x				x	x		x		x	x		x															
099	x	x		x				x			x	x	x	x	x												x	
100	x	x		x		x	x	x			x	x	x	x	x												x	

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ____ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
101	x			x		x		x				64	x					x	x		x	
102	x			x		x		x				64	x					x	x		x	
103	x			x		x		x				64	x					x			x	x
104	x			x		x		x				63	x					x			x	x
105	x			x	x			x					x							x	x	
106	x	x		x	x			x					x	x				x			x	
107	x			x					x			466	x	x				x			x	
108	x			x					x			531	x	x				x			x	
109				x					x			431	x	x				x	x		x	
110				x					x			600	x	x								
111				x					x				x	x								
112				x	x				x				x					x			x	
113				x	x				x			87	x					x			x	
114	x	x		x	x	x	x	x						x				x	x	x	x	x
115	x	x		x		x																
116	x	x		x		x																
117	x					x		x						x	x	11		x	x			x
118	x													x	x	11		x	x	x		x
119	x	x			x	x								x	x	11		x	x	x		x
120	x	x			x	x								x	x	11			x	x		x
121	x	x				x								x	x	11			x	x		x
122	x	x												x	x	11			x	x		x
123		x		x		x									x							
124				x				x					x		x			x				x
125	x	x		x	x			x				365				12		x		x		

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
101	x	x		x	x	x		x			x		x	x	x													
102	x	x		x	x	x		x			x		x	x	x													
103	x	x		x	x	x		x			x		x	x	x													
104	x	x		x	x	x		x			x		x	x	x													
105	x	x		x		x		x	x	x	x		x	x														
106	x	x		x	x	x	x	x	x	x	x				x													
107	x	x		x	x	x		x	x		x	x	x	x	x													
108	x	x		x	x	x	x	x	x	x	x	x	x	x	x													
109	x	x		x	x	x		x	x		x	x	x	x	x													
110	x	x		x	x	x		x	x		x	x	x	x	x													
111	x	x		x	x	x		x	x		x	x	x	x	x													
112	x			x		x					x	x	x															
113	x					x					x	x	x														x	
114	x	x	x		x	x	x	x		x	x	x	x	x	x												x	
115	x	x	x	x	x	x	x	x							x									x			x	
116	x	x	x	x	x	x	x	x							x									x			x	
117				x	x	x	x				x	x	x	x	x						x			x			x	
118				x	x	x	x				x	x	x	x	x						x			x			x	
119				x	x	x	x				x	x	x	x	x						x						x	
120	x			x	x	x	x				x	x	x	x	x						x			x			x	
121	x			x	x	x	x				x	x	x	x	x						x			x			x	
122	x			x	x	x	x				x	x	x	x	x						x			x			x	
123	x					x							x															
124	x	x		x				x			x	x			x	x							x	x				
125	x	x	x	x				x	x	x	x	x	x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/ social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
126	x	x				x	x											x	x	x	x	
127	x	x			x	x		x				388	x	x	x	10		x	x	x	x	
128				x	x			x				394	x	x	x		x			x	x	
129				x				x				150	x			12		x		x	x	
130								x				159			x	12				x	x	
131	x	x			x	x		x				373				12			x	x	x	
132	x	x		x	x	x		x				211	x		x	12		x	x	x	x	
133				x	x	x		x				209	x		x	10			x	x	x	
134				x	x			x				158	x		x	10						
135	x	x		x	x	x		x							x	12		x	x	x	x	
136	x			x	x	x		x				197	x		x	10						
137				x	x			x				113	x	x	x	10				x	x	
138				x	x			x				214	x	x	x	12				x	x	
139	x			x	x	x		x				187	x		x	12			x		x	
140	x			x	x	x		x				90	x		x	12				x	x	
141				x	x			x				124	x		x	12		x			x	
142				x	x			x				188	x	x	x	12		x	x	x	x	
143				x				x				24	x							x	x	
144												24	x			12				x		
145				x				x				24	x			10				x	x	
146				x	x			x				24	x			10				x	x	
147						x		x				58	x		x	10			x		x	
148						x		x				58	x		x	10			x		x	
149					x			x				32	x		x	10		x			x	
150					x	x		x				63	x	x	x	10			x		x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
126	x	x		x			x	x	x	x					x													
127	x	x						x	x						x													
128	x			x			x	x	x			x	x	x	x													
129	x	x		x			x	x			x	x																
130	x	x					x	x		x																		
131	x	x		x			x	x	x		x	x	x	x	x													
132.	x	x		x			x	x	x						x													
133	x	x		x		x		x	x		x		x	x	x													
134	x	x		x		x				x		x	x	x	x													
135	x	x		x			x				x	x	x	x	x													
136	x	x		x		x		x			x		x	x	x													
137	x	x		x		x		x		x			x	x	x													
138	x	x		x			x	x			x		x	x	x													
139	x	x		x			x	x	x				x	x	x													
140	x	x		x			x	x	x				x	x	x													
141	x	x		x			x	x	x		x		x	x	x													
142	x	x		x			x	x	x		x		x	x	x													
143	x											x																
144	x	x		x			x	x							x													
145	x	x				x		x				x	x		x													
146	x	x				x		x	x			x	x		x													
147	x	x				x	x	x							x													
148	x	x				x		x							x													
149	x							x		x																		
150	x	x				x		x					x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
151				x	x	x		x				64	x		x					x	x	
152					x	x		x				80	x		x					x	x	
153				x	x	x		x				31	x		x	12		x		x	x	
154				x	x	x		x					x		x	10		x			x	
155					x	x		x				32	x			10		x		x	x	
156					x	x		x				32	x		x	10		x		x	x	
157				x	x	x		x				32	x			10		x		x	x	
158				x	x	x		x				32	x		x	10		x		x	x	
159				x		x		x				32	x		x	10		x		x	x	
160					x	x		x				32	x		x	10		x		x	x	
161					x	x		x				32	x		x	10		x		x	x	
162				x	x	x		x				139	x		x	12		x		x	x	
163				x	x			x				154	x									
164				x	x			x				242										
165								x					x		x			x				
166				x	x			x				138	x							x		
167				x	x			x				564	x		x					x		
168	x			x																		
169				x	x			x				447	x		x	10				x		
170				x	x			x				250	x		x					x		
171							x					352										
172																						
173																						
174																						
175																						

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
151	x	x				x		x			x	x	x	x	x													
152	x	x				x		x					x	x	x													
153	x	x		x		x		x					x	x	x													
154	x	x				x		x					x		x													
155	x	x				x		x			x		x		x													
156	x	x		x		x		x			x			x														
157	x	x				x		x					x		x													
158	x	x				x		x			x		x		x													
159	x	x				x		x			x			x	x													
160	x					x		x			x			x	x													
161	x					x		x			x		x		x													
162	x	x		x			x	x			x	x	x	x	x													
163	x	x		x							x	x	x	x														
164	x	x		x			x			x	x		x	x	x													
165	x	x		x		x		x			x	x	x	x	x													
166	x			x				x		x	x	x	x	x														
167	x	x		x	x		x	x		x	x	x	x	x	x													
168																											x	
169	x			x		x		x			x		x	x	x													
170	x	x		x	x		x	x	x		x	x	x	x	x													
171																												
172																												
173																												
174																												
175																												

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
176																						
177																						
178																						
179																						
180																						
181																						
182			x					x				432										
183																						
184																						
185																						
186																						
187							x					352										
188							x					656										
189								x				184										
190				x	x				x			194		x	x				x			
191				x				x				126	x		x			x				x
192				x	x			x				128	x		x							
193	x	x		x	x	x		x				93	x		x			x		x	x	
194				x	x	x		x				112	x		x	10		x		x	x	
195				x	x			x				111	x					x		x	x	
196	x			x	x	x		x				95	x							x	x	
197	x	x		x	x	x		x				111	x		x			x		x	x	
198	x			x	x	x		x				110	x		x			x		x	x	
199				x	x			x				97	x			12						
200	x			x	x	x		x				100	x		x	12				x	x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
176																												
177																												
178																												
179																												
180																												
181																												
182														x	x													
183																												
184																												
185																												
186																												
187																												
188																												
189																												
190	x	x		x				x		x	x	x	x	x	x													
191	x	x		x							x	x	x	x	x													
192	x			x		x		x			x	x	x	x														
193	x	x		x		x		x		x	x	x	x	x	x													
194	x			x		x		x		x	x	x	x	x	x													
195	x			x		x		x			x	x	x	x														
196	x	x		x		x		x		x	x	x	x		x													
197	x	x		x			x	x		x		x	x	x	x													
198	x	x					x	x		x		x			x													
199	x	x		x			x	x			x	x		x	x													
200	x	x		x			x	x				x	x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/ social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
201						x		x				60	x		x	10			x		x	
202						x		x				59	x			10			x		x	
203						x		x				60	x		x	10			x		x	
204						x		x				60	x		x	10			x		x	
205						x		x				59	x		x	10			x		x	
206						x		x				59	x			10			x		x	
207						x		x				58	x			10			x		x	
208						x		x				58	x		x	10			x		x	
209						x		x				60	x		x	10			x		x	
210						x		x				60	x		x	10			x		x	
211						x		x				59	x		x	10			x		x	
212				x	x			x				88	x	x	x	12				x	x	
213				x	x			x				128	x		x	12		x			x	
214				x								36										
215				x								36										
216				x	x	x		x				63	x		x	12				x	x	
217				x	x	x		x				64	x	x	x	12				x	x	
218				x		x		x				64	x	x	x	12			x		x	
219				x	x	x		x				64	x	x	x	12		x			x	
220				x		x		x				64	x	x	x	12			x		x	
221				x	x	x		x				64	x	x		12		x				x
222																						
223					x	x		x					x							x	x	
224				x	x	x		x				397			x	10						
225				x	x			x				304			x	12						

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ___ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
201	x	x				x		x							x													
202	x					x		x							x													
203	x					x		x							x													
204	x					x									x													
205						x									x													
206	x					x									x													
207	x	x						x							x													
208	x	x						x							x													
209	x	x						x							x													
210	x							x							x													
211	x	x						x						x														
212	x	x		x	x			x		x		x	x	x	x													
213	x	x		x		x		x		x	x	x	x	x	x													
214	x			x		x					x	x																
215	x			x							x	x																
216	x	x		x			x	x			x		x	x	x													
217	x	x	x				x	x		x		x	x		x													
218	x	x		x			x	x				x	x	x	x													
219	x	x		x			x	x				x	x	x	x													
220	x			x	x	x		x			x		x	x	x													
221	x	x	x				x	x				x		x	x													
222	x			x		x					x																	
223	x	x	x	x						x	x	x	x	x	x													
224	x	x		x			x	x	x		x	x	x	x	x													
225	x			x			x	x	x		x	x	x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
226				x	x			x								10						
227				x	x			x							x	12						
228				x	x			x							x	10						
229		x		x	x	x		x							x	10						
230				x	x			x				337			x	10						
231			x	x	x	x					x	476	x	x	x		x	x		x	x	
232	x			x	x	x		x				539	x		x					x	x	
233	x			x	x	x		x				194	x	x	x	10						
234				x				x				127	x	x	x	10		x		x	x	
235	x			x	x	x			x			205	x	x	x	12						
236				x	x	x			x			322	x	x	x	12						
237			x	x	x				x			248	x	x	x	10		x	x	x	x	
238				x	x			x				107	x				x	x		x	x	
239		x																				
240		x		x		x					x	198	x		x	12		x		x	x	
241	x			x	x	x		x				80	x		x			x		x	x	
242				x	x			x					x		x			x		x	x	
243				x	x	x		x				28										
244				x	x			x				87	x					x		x	x	
245				x	x			x				81	x			8				x		
246				x	x			x				77	x							x		
247				x				x				85	x							x	x	
248				x	x	x		x				83	x		x	10		x				
249				x		x		x				83	x		x							
250				x	x	x		x				390	x		x	10		x		x	x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
226	x	x		x		x		x	x		x	x	x	x	x													
227	x	x		x			x	x	x		x	x	x	x	x													
228		x				x		x	x				x	x	x													
229		x		x		x		x	x		x		x	x	x													
230	x	x		x		x		x	x				x		x													
231	x	x		x	x		x	x	x	x		x	x	x	x													
232	x	x		x	x	x		x	x		x		x	x	x													
233	x	x		x		x		x	x		x	x	x	x	x													
234	x			x		x		x	x				x	x														
235	x	x		x			x	x	x		x	x	x	x	x													
236	x	x		x			x	x	x		x	x	x	x	x													
237	x	x		x		x		x	x		x	x	x	x	x													
238	x	x		x				x		x	x	x	x	x	x													
239	x	x		x	x	x					x	x			x													
240	x	x		x	x			x		x		x	x	x	x													
241	x			x				x		x			x	x														
242	x	x	x	x	x		x	x		x	x		x	x	x													
243	x	x		x				x		x		x	x	x														
244	x			x							x		x	x														
245	x			x				x					x	x														
246	x	x		x		x		x			x	x	x	x	x													
247	x			x				x				x		x														
248	x	x		x				x		x		x	x	x	x													
249	x							x				x	x															
250	x	x		x				x	x		x	x	x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/ social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
251				x	x			x				49	x	x	x	10						
252		x		x	x	x		x					x		x	12		x		x	x	
253				x	x			x				234	x		x	10		x	x	x	x	
254				x	x			x				96	x		x	10		x		x	x	
255	x			x	x			x				172	x		x	10				x	x	
256				x	x			x				199	x		x	10				x	x	
257	x	x		x	x	x		x				62	x		x	10		x			x	
258	x	x		x	x	x		x				140	x	x	x	10		x	x	x	x	
259	x	x		x	x		x					301	x		x	10		x	x	x	x	
260					x			x				26	x									
261				x	x			x				37		x						x	x	
262					x			x				26	x			10				x	x	
263				x	x			x				28	x			10				x	x	
264				x				x				26	x		x	10						
265					x			x				28	x		x	10						
266				x				x				1979	x			10						
267					x			x				28	x			10						
268					x			x				28	x		x	10						
269					x			x				28	x		x	10						
270					x			x				28	x		x	10						
271					x			x				28	x		x	10				x	x	
272	x			x	x			x				33	x		x	10				x	x	
273	x				x	x		x				25	x		x	10				x	x	
274	x			x		x		x				38	x	x		10						
275	x			x	x	x		x				30	x		x	10				x	x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
251	x	x		x		x						x	x	x	x													
252	x	x		x			x	x	x		x		x	x	x													
253	x	x		x		x		x	x			x	x	x	x													
254	x	x				x		x				x	x	x	x													
255	x	x		x		x		x	x		x	x	x	x	x													
256	x	x						x	x			x	x	x	x													
257	x	x		x		x		x		x	x	x	x	x	x													
258	x	x		x		x		x	x		x	x	x	x	x													
259	x	x	x	x		x	x	x	x		x	x	x	x	x													
260	x							x			x																	
261	x	x		x		x		x		x		x	x		x													
262	x	x				x		x				x	x	x	x													
263	x	x		x		x		x			x	x	x	x	x													
264	x	x		x		x		x			x		x	x	x													
265	x	x				x		x			x	x	x	x	x													
266	x	x		x		x		x			x				x													
267	x			x		x		x				x		x	x													
268	x	x		x				x			x		x		x													
269	x	x		x				x			x				x													
270	x	x		x				x						x	x													
271	x	x		x				x			x				x													
272	x	x		x		x		x			x		x	x	x													
273	x	x		x		x		x					x	x	x													
274	x	x		x		x		x	x	x	x	x	x	x	x													
275	x	x		x		x		x		x	x	x	x	x	x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: ___ professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
276	x	x		x	x	x		x				75	x		x	12		x		x	x	
277	x	x		x		x		x				81	x		x		x	x		x	x	
278	x	x	x	x	x			x				27	x		x	10		x		x	x	
279	x	x		x	x	x		x				33	x		x	12				x	x	
280	x	x			x	x	x					317	x		x	12		x	x	x	x	
281	x				x	x	x					383	x		x	12		x	x	x	x	
282	x				x	x	x					431			x	12		x		x	x	
283	x	x		x	x	x		x				145	x		x	10		x		x	x	
284		x		x	x	x		x				81	x		x	10		x			x	
285				x	x					x			x		x							
286	x	x		x	x	x		x				56	x	x	x	12		x	x	x	x	
287	x			x	x	x		x				272	x	x		12		x	x	x	x	
288					x	x		x				56	x		x			x		x	x	
289	x					x		x				48	x		x	12		x	x		x	
290	x				x	x		x				48	x		x	10		x			x	
291	x				x	x		x				40	x	x	x	10		x	x		x	
292	x				x			x				80	x		x	10		x	x		x	
293	x					x		x				47	x	x	x	10		x	x		x	
294	x	x			x	x		x				50	x		x	10		x			x	
295				x	x	x	x					467			x	12			x		x	
296				x	x			x				145			x	10						
297																						
298				x	x	x		x				170			x	12						
299	x			x	x	x		x				62				10						
300							x					333										

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
276	x	x		x			x	x	x	x	x	x	x	x	x													
277	x	x		x	x	x		x	x	x	x	x	x	x	x													
278	x			x		x		x		x	x		x	x														
279	x			x			x	x	x	x	x	x																
280	x	x		x			x	x	x	x	x				x													
281	x			x	x		x	x	x	x	x	x			x													
282	x	x					x	x	x	x	x	x	x	x	x													
283	x	x		x		x		x		x	x	x	x	x	x													
284	x	x		x		x		x			x	x	x	x	x													
285	x	x		x		x	x				x	x	x	x	x													
286	x	x	x	x	x	x		x	x	x	x	x	x	x	x													
287	x	x		x			x	x				x			x													
288	x	x				x		x		x					x													
289	x	x		x		x		x		x	x				x													
290	x	x				x		x			x				x													
291	x	x								x					x													
292	x	x				x		x		x					x													
293	x	x						x							x													
294	x	x													x													
295	x	x	x	x			x	x	x	x	x	x	x	x	x													
296		x				x	x	x	x		x		x	x	x													
297																												
298	x	x		x		x		x	x				x	x	x													
299	x	x		x		x		x		x	x	x	x	x	x													
300	x	x				x	x	x	x						x													

RESOURCE MATERIAL CHARACTERISTICS

	FEATURES FOR DISADVANTAGED STUDENTS						PRINT MATERIAL FORMAT						MATERIAL READABILITY					ILLUSTRATIONS				
	develops self-worth concept	develops world of work concept	promotes development of psycho-motor skills	provides immediate feedback	modifiable instructional format	reinforces positive personal/social behavior	hardbound	paper bound	loose leaf	stapled	plastic spine	number of pages	large print format	double column copy	generous paragraph spacing	reading level ___ grade	reading level: professional	drawings/cartoons	photographs	charts/graphs	B/W	Color
301	x			x	x	x		x				466			x					x	x	
302	x	x		x	x			x								10		x		x		
303			x	x	x			x				127	x		x			x		x	x	
304				x								36										
305	x	x		x		x																
306		x						x														
307		x			x																	
308				x																		
309		x		x				x							x			x	x	x	x	
310		x		x		x		x					x					x	x		x	x
311				x		x		x										x			x	
312				x			x					15										
313					x			x				15	x					x			x	
314				x				x				15						x			x	
315	x	x		x				x				15						x		x		
316				x				x				15						x			x	
317				x				x				15						x			x	
318				x				x				15						x			x	
319				x				x				15						x			x	
320	x	x		x		x																
321				x	x				x				x					x			x	

RESOURCE MATERIAL CHARACTERISTICS

	INTENDED USE							INSTRUCTIONAL FORMAT								NON-PRINT MATERIAL FORMAT												
	student resource	teacher resource	administrator resource	individual instruction	group instruction	secondary	post-secondary	subject index	bibliography/references	performance objectives	student activities	student work sheets	review questions	answer key	teacher's handbook/manual	film loop/strip 8mm	film loop/strip 16mm	film reel-to-reel 8mm	film reel-to-reel 16mm	35mm slide	35mm slide w/cassette	length ____ min.	OH projectuals	color	B/W	games	Audio Cassette	Video Cassette
301	x	x		x			x	x	x		x	x	x	x	x													
302	x	x		x	x		x	x	x		x		x	x	x													
303	x	x		x				x	x	x		x																
304	x			x		x					x	x																
305	x			x	x	x					x						x										x	
306	x	x																										
307	x			x							x				x													
308	x			x						x	x	x	x		x													
309	x					x	x																					
310	x			x		x		x			x																	
311	x					x																						
312	x					x																						
313	x					x																						
314	x					x																						
315	x					x																						
316	x																											
317	x					x																						
318	x					x																						
319	x					x																						
320	x			x		x				x	x	x	x															
321	x			x		x					x	x	x	x													x	

III-3

PUBLISHER/TRANSITION SKILLS CROSS REFERENCE

The purpose of this section is to relate publishers to transition skills. The section can be used to identify publishers of materials which are applicable to specific skill areas. Individual skills are not listed. Rather, major skill areas such as Communication Skills (1.1.1) and Writing Skills (1.1.4) are listed. After identifying publishers and skill areas, the reader should refer to Section III-1 for a listing of the publisher's materials and to Appendix B for the publisher's mailing addresses.

It should be noted that this section identifies only major publishers of material applicable to school-to-work transition skills. Materials applicable to a limited number of skill areas are available from many other publishers who are identified in Appendix B. Readers who are unable to obtain suitable materials from publishers listed in this section are encouraged to contact other publishers listed in Appendix B.

III-3

PUBLISHER/TRANSITION SKILLS CROSS REFERENCE

	1.1.1 Communication Skills	1.1.2 Information processing...	1.1.3 Reading	1.1.4 Writing	1.1.5 Computation	1.2.1 Behavioral	1.3.1 Occupational Knowledge...	1.3.2 Career Selection	2.1 Job Search	2.1.1 Locating Job Openings	2.1.2 Researching Companies Products...	2.2 Job Applications	2.3 Employment Tests	2.4 Job Interviews	3.1.1 Company Knowledge Factors	3.1.2 Employee Characteristics	3.2.1 Managing Personal Finances	3.2.2 Maintaining a Residence	3.2.3 Being a Wise Consumer	3.2.4 Business Agreements	3.2.5 Personal Health & Safety	3.2.6 Community Resources	3.2.7 Good Citizenship Practices
Allied Education Council	X	X	X	X	X		X				X				X		X		X			X	X
Appalachia Educational Laboratory Inc.	X	X				X	X	X		X	X				X	X				X		X	X
Bergwall Productions Inc.				X											X				X		X		
Butterick Publishing	X	X			X	X	X	X			X	X		X	X	X	X	X	X	X	X	X	X
Cambridge Book Company	X	X	X	X	X	X	X			X						X			X				
Cebco Standard Publishing			X	X	X							X							X				
Center for Occupational Curriculum Development									X		X	X	X	X									
Channing L. Bete Co., Inc.	X	X	X		X		X	X		X		X						X					
Clark Publishing Company			X	X																			
Contemporary Books Inc.	X	X	X	X	X		X																
Curriculum Innovations Inc.							X	X	X		X	X	X	X					X		X		
Curriculum Publications Clearinghouse		X	X			X	X	X		X	X				X	X				X	X	X	X
Delmar Publishers					X		X								X	X							
Educational Design Co.			X		X	X	X			X		X			X	X	X						
Educators Publishing Service Inc.			X	X																			
EMC Publishing Changing Times Education Service							X		X		X	X	X	X	X		X	X	X	X	X	X	
Eye Gate Media	X	X	X	X	X	X	X	X		X	X		X	X			X	X	X		X	X	X
Follett Publishing Company	X	X			X	X	X	X			X				X	X	X	X	X			X	X
Gamco Industries Inc.			X			X				X	X	X	X	X		X	X	X	X	X	X		
Globe Book Company		X			X		X					X			X							X	X
Hayes School Publishing Co.	X	X					X								X								

PUBLISHER/TRANSITION SKILLS CROSS REFERENCE

	1.1.1 Communication Skills	1.1.2 Information processing...	1.1.3 Reading	1.1.4 Writing	1.1.5 Computation	1.2.1 Behavioral	1.3.1 Occupational Knowledge...	1.3.2 Career Selection	2.1 Job Search	2.1.1 Locating Job Openings	2.1.2 Researching Companies Products	2.2 Job Applications	2.3 Employment Tests	2.4 Job Interviews	3.1.1 Company Knowledge Factors	3.1.2 Employee Characteristics	3.2.1 Managing Personal Finances	3.2.2 Maintaining a Residence	3.2.3 Being a Wise Consumer	3.2.4 Business Agreements	3.2.5 Personal Health & Safety	3.2.6 Community Resources	3.2.7 Good Citizenship Practices
Health Education Aids					X																		
H. C. Johnson Press Inc.		X					X	X						X	X	X							
HMS Publications		X			X																		
Houghton Mifflin Company	X	X	X	X	X	X	X	X		X		X	X	X									
Instructional Materials Laboratory University of Missouri - Columbia	X	X	X	X	X		X	X			X	X	X	X	X		X		X	X		X	X
J. C. Penney Co., Inc.	X																						
J. Weston Walch, Publisher	X	X						X		X	X	X	X	X		X							
King Features	X						X	X			X				X	X						X	
Lawson Book Company		X	X			X	X			X	X		X	X	X	X	X		X			X	X
Mafex Associates Inc.		X	X	X			X	X		X	X	X	X	X	X		X	X	X	X		X	X
Math House/Division of Mosaic Media Inc.					X												X	X	X	X			
McKnight Publishing Company	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Midwest Publications Co., Inc.	X	X	X	X	X		X	X				X		X									
Milady Publishing Company					X		X	X					X	X		X					X		
Motivation Development Inc.					X			X				X	X	X	X		X		X			X	X
National Career Consultants Inc.	X	X				X	X	X			X						X		X			X	
National Learning Productions Inc.	X	X			X		X										X		X			X	
New Readers Press	X	X	X	X			X				X				X	X	X		X		X	X	
Occupational Curriculum Laboratory	X	X					X	X		X	X	X	X	X	X	X						X	
Ohio Distributive Education Materials Lab						X																	
Olympus Publishing Company								X				X	X	X		X							

III-3

PUBLISHER/TRANSITION SKILLS CROSS REFERENCE

	1.1.1 Communication Skills	1.1.2 Information processing...	1.1.3 Reading	1.1.4 Writing	1.1.5 Computation	1.2.1 Behavioral	1.3.1 Occupational Knowledge...	1.3.2 Career Selection	2.1 Job Search	2.1.1 Locating Job Openings	2.1.2 Researching Companies Products	2.2 Job Applications	2.3 Employment Tests	2.4 Job Interviews	3.1.1 Company Knowledge Factors	3.1.2 Employee Characteristics	3.2.1 Managing Personal Finan	3.2.2 Maintaining a Residence	3.2.3 Being a Wise Consumer	3.2.4 Business Agreements	3.2.5 Personal Health & Safety	3.2.6 Community Resources	3.2.7 Good Citizenship Practices
Prentice-Hall Inc.	X	X			X	X	X	X								X	X				X		X
Rand McNally College Publishing Company		X	X	X																			
Readers Digest Educational Division	X	X	X	X			X									X							X
Science Research Associates Inc.	X	X	X	X		X	X	X		X	X	X	X	X		X							
South-Western Publishing Co.										X	X	X	X	X			X	X	X	X			
Teachers College Press			X	X		X																	
The Bobbs-Merrill Publishing Company Inc.	X	X	X	X		X	X	X		X	X			X	X	X	X			X	X		
The Economy Company			X	X	X																		
The H. W. Wilson Company										X					X								
Twin Oaks Publishing Inc.		X	X			X	X																
Waveland Press Inc.							X	X		X					X	X							
Zaner-Bloser				X																			

IV

GENERAL INFORMATION SOURCES

The purpose of this section is to identify general information sources relating to the instruction, counseling, and placement of disadvantaged youth.

IV-1 Journals: While there are no journals which are devoted exclusively to the instruction of disadvantaged youth, the following journals often contain articles of interest.

Title: VocEd, The Journal of the American Vocational Association
Address: 2020 North 14th Street, Arlington, VA 22201
Editor: Ione Phillips
Frequency: Monthly, September - June
Cost: $18 per year
Affiliation: American Vocational Association
Scope: Vocational education
Telephone: (703)522-6121

Title: The Journal for Vocational Special Needs Education
Address: The Center for Vocational Personnel Preparation
150 Whitmyre Hall
Indiana University of Pennsylvania
Indiana, PA 15705
Editor: Sheila Feichtner
Frequency: Three times a year
Cost: $9.00 per year
Affiliation: National Association of Vocational Education, Special Needs Personnel
Scope: Vocational education of special needs students.
Telephone: N/A

Title: American Education
Address: U.S. Office of Education, Washington, D.C. 20202
Editor: Richard R. Elwell
Frequency: Ten times a year
Cost: $11.00
Affiliation: U.S. Department of Education
Scope: The Federal interest in education at all levels.
Telephone: N/A

Title: Educational Leadership
Address: 222 North Washington Street, Alexandria, VA 22314
Editor: Ronald S. Brandt
Frequency: Monthly, October - May
Cost: $15.00
Affiliation: Association for Supervision and Curriculum Development
Scope: Curriculum, instruction, supervision, and leadership in education.
Telephone: (703)549-9110

Title: Educational Researcher
Address: 1230 17th Street, N.W., Washington, D.C. 20036
Editor: William J. Russell
Frequency: Monthly
Cost: $12.00
Affiliation: American Educational Research Association
Scope: Research
Telephone: (202)223-9485

Title: Educational Technology
Address: 140 Sylvan Avenue, Englewood Cliffs, NJ 07632
Editor: Lawrence Lipsitz
Frequency: Monthly
Cost: $49.00
Affiliation: Educational Technology Publications, Inc.
Scope: Examining aspects of educational technology.
Telephone: (201)871-4007

Title: Industrial Education
Address: 77 Bedford Street, Stamford, CT 06901
Editor: John L. Feirer
Frequency: Monthly
Cost: $12.00 a year
Affiliation: MacMillan Professional Magazines, Inc.
Scope: Industrial Education
Telephone: N/A

Title: Journal of Industrial Teacher Education

Address: Thomas G. Gregor, Ritter Annex 443, 13th & Columbia
Temple University
Philadelphia, PA 19122

Editor: Richard A. Swanson

Frequency: Quarterly

Cost: $6.00 per year

Affiliation: National Association of Industrial and Technical Teacher Educators

Scope: Industrial Teacher Education

Telephone: N/A

Title: School Shop

Address: 416 Longshore Drive, P.O. Box 8623
Ann Arbor, MI 48107

Editor: Lawrence W. Prakken

Frequency: Monthly except July and August

Cost: $12.00 per year

Affiliation: Prakken Publications, Inc.

Scope: Industrial Vocational - Technical Education

Telephone: (313)769-1211

Title: The Journal of Special Education

Address: 111 Fifth Avenue, New York, NY 10003

Editor: Lester Mann

Frequency: Quarterly

Cost: $18.50 per year

Affiliation: Buttonwood Farms, Inc.

Scope: Special Education (research, theory, opinion, and review)

Telephone: N/A

Title: Journal of Studies in Technical Careers

Address: Southern Illinois University at Carbondale, School of Technical Careers
908 South Wall, Carbondale, IL 62901

Editor: Arden L. Pratt

Frequency: Quarterly

Cost: $15.00 per year

Affiliation: School of Technical Careers, Southern Illinois University at Carbondale

Scope: Vocational, technical, and occupational education

Telephone: N/A

Title: The Vocational Guidance Quarterly

Address: APGA Headquarters, Two Skyline Place
5203 Leesburg Pike, Suite 400
Falls Church, VA 22041

Editor: Edwin A. Whitfield

Frequency: Quarterly

Cost: $10.00 per year

Affiliation: National Vocational Guidance Association

Scope: Vocational Guidance

Telephone: N/A

Title: Occupational Education Forum

Address: The Pennsylvania State University, 103 Rackley Building
University Park, PA 16802

Editor: F. G. Welch and C. W. Garner

Frequency: Two --- Fall and Spring

Cost: Free for ILS members

Affiliation: Alpha Chapter, Iota Lambda Sigma

Scope: Practical arts, vocational, and technical education

Telephone: (814)865-8361

Title: Phi Delta Kappan

Address: Eight & Union, Box 789, Bloomington, IN 47402

Editor: Stanley M. Elam

Frequency: Monthly, September - June

Cost: $20.00 per year

Affiliation: Phi Delta Kappa, Inc.

Scope: Educational research, service, and leadership

Telephone: (812)339-1156

Title: Occupational Outlook Quarterly

Address: Bureau of Labor Statistics, Washington, D.C. 20212

Editor: Melvin C. Fountain

Frequency: Quarterly

Cost: $6.00

Affiliation: U.S. Department of Labor, Bureau of Labor Statistics

Scope: New jobs, occupational outlook

Telephone: N/A

Title: The Journal of Vocational Education Research

Address: Carol P. Kowle, Managing Editor,
The Ohio State University
The National Center for Research in Vocational Education
1960 Kenny Road
Columbus, OH 43210

Editor: Ruth P. Hughes

Frequency: Quarterly

Cost: $15.00 per year

Affiliation: American Vocational Education Research Association

Scope: Research and development in vocational education

Telephone: N/A

Title: T.H.E. Journal...Technological Horizons in Education

Address: P.O. Box 992, Action, MA 01720

Editor: Sylvia Charp

Frequency: Six times per year

Cost: $15.00

Affiliation: Information Synergy, Inc.

Scope: Technology, education and training in the classroom.

Telephone: N/A

Title: The Journal of Human Resources

Address: The University of Wisconsin Press, 114 North Murray Street
Madison, Wisconsin 53706

Editor: Stanley H. Masters

Frequency: Quarterly

Cost: $13.00

Affiliation: The University of Wisconsin Press

Scope: Education, manpower, and welfare policies

Telephone: N/A

Title: Journal of Employment Counseling

Address: NECA, 2 Skyline Place, 5203 Leesburg Pike, Suite 400
Falls Church, VA 22041

Editor: David Meyer

Frequency: Quarterly

Cost: $10.00 per year

Affiliation: National Employment Counselors Association

Scope: Employment Counseling

Telephone: (703)820-4700

Title: Educational R & D Report
Address: CEDaR, 1518 K Street, N.W., Washington, D.C. 20005
Editor: Mary Saily
Frequency: Quarterly
Cost: N/A
Affiliation: Council for Educational Development and Research
Scope: Describe, introduce, or translate some of the results of NIE-funded R & D work.
Telephone: (202)638-3193

Title: Pennsylvania School Journal
Address: Box 1724, 400 North Third Street, Harrisburg, PA 17101
Editor: Barbara J. Stevens
Frequency: Quarterly
Cost: $8.00 per year
Affiliation: The Pennsylvania State Education Association
Scope: Pennsylvania public education
Telephone: (717)255-7111

Title: Journal of Non-White Concerns in Personnel and Guidance
Address: APGA, Two Skyline Place, Suite 400, 5203 Leesburg Pike
Falls Church, VA 22041
Editor: Maggie Martin
Frequency: Quarterly
Cost: $10.00 per year
Affiliation: Association for Non-White Concerns in Personnel and Guidance
Scope: Special needs and concerns affecting minority counseling.
Telephone: (703)820-4700

U.S. DEPARTMENT OF EDUCATION

This section contains information relating to the U. S. Department of Education. In addition to general information, key offices and divisions which assist educators and administrators of the disadvantaged are identified.

U. S. Department of Education
Office of Vocational and Adult Education
Assistant Secretary for Vocational and Adult Education
ROB-3, Room 5600, 7th and D Streets, S.W.,
Washington, D.C. 20202

This office works in partnership with state and local agencies and institutions to administer and improve programs related to employment preparation and community education; to ensure equal access to and benefit from employment-related adult learning and community education programs; and to provide a unified federal approach to vocational and adult education in rural areas.

Office of Vocational and Adult Education
Assistant Secretary (202)245-8167
Principal Deputy Assistant Secretary (202)245-8190

Office of Education & Employment
Deputy Assistant Secretary

Division of Research and Demonstration

Director (202)245-9634
Curriculum Development (202)245-2653
Demonstration (202)245-2614
Personnel Development (202)245-9793
Research (202)245-2617

Division of State Vocational Program Operations

Director (202)472-3440
Eastern Branch (202)472-9140
Central Branch (202)245-2235
Southern Branch (202)245-9786
Western Branch (202)245-0636

Division of State Vocational and Technical Education

Director (202)245-3488
Postsecondary Adult Occupational Programs (202)245-9608
Program Support (202)245-3465
State Programs and Services (202)245-9851

Office of Adult Learning and School Community Relations
Deputy Assistant Secretary

Division of Adult Education

Director (202)245-2278
Field Operations Services (202)245-1336
Program Development (202)245-2774

Division of Community Education

Director (202)245-0691

Office of Educational Research and Improvement
Assistant Secretary for Educational Research and Improvement

This office operates research, development, demonstration, and dissemination programs to improve the quality of education from preschool through graduate school. These programs also support informal learning in settings such as libraries and museums.

National Institute of Education, Director
1200 19th Street, N.W.,
Washington, D.C. 20208
(202)254-5740 and (202)254-5040

NIE is the primary federal agency for educational research and development. Its two-fold mission is to promote educational equity and to improve educational practice.

NIE pays special attention to proposals from minority and women researchers, and from researchers with institutions primarily serving minorities and women; from teachers, school administrators, and others involved in education at the local level; and from scholars in disciplines relevant to educational research.

The organizational units in the NIE:

Dissemination and Improvement of Practice
Educational Policy and Organization
Teaching and learning

PENNSYLVANIA DEPARTMENT OF EDUCATION

This section contains information relating to the Department of Education, Commonwealth of Pennsylvania. In addition to general information, key offices and divisions which assist educators and administrators of the disadvantaged are identified.

Commonwealth of Pennsylvania:

Department of Education
Box 911, 333 Market Street
Harrisburg, PA 17108

General Information: (717)783-6788

Office of Basic Education...is responsible for statewide development, administration and improvement of the public school system. The major components of the school system are general education, vocational education, and special education--kindergarten through basic adult education--and correction education. (Commissioner: 787-2127)

CETA Programs--integrate and coordinate various programs under the Comprehensive Employment and Training Act (CETA) with existing and planned activities of the department. Also responsible for the development, and statewide basis, of retraining programs for unemployed and underemployed people. (Director: 783-1309)

Bureau of School Improvement (Director: 787-3785)

Bureau of Curriculum Services (Director: 787-8913)

Bureau of Equal Educational Opportunity (Director: 783-9531)

Bureau of Management Support Services (Director: 787-7808)

Bureau of Special Education (Director: 783-6913)

Bureau of Vocational Education (Director: 787-5530)

The bureau provides leadership and consultative services in the vocational areas of agriculture, bueiness education, distributive education, health occupations, consumer and homemaking, trade and industrial education, industrial arts, as well as the special emphasis areas of disadvantaged, handicapped, work study, cooperative education, vocational-technical adult and postsecondary programs and G.E.D. testing as administered by the bureau.

The organizational units and State Advisory Council for Vocational Education:

Division of Program Operations (Chief: 787-6621)

Division of Program Development (Chief: 787-6621)

Division of Adult Education and Training Programs (Chief: 787-5532)

Vocational Education Equity Program (Equity Coordinator: 787-8022)

State Advisory Council for Vocational Education (Chairperson: 232-7653)
Suite 410, City Towers, 301 Chestnut Street, Harrisburg, PA 17101

NATIONAL NETWORK FOR CURRICULUM COORDINATION IN VOCATIONAL AND TECHNICAL EDUCATION

Region	Office Address	States in Region
West	Western States Curriculum Center 721 Capitol Mall Sacramento, CA 95814 (916)445-6726	Arizona, California, Hawaii, Nevada Guam, American Samona, Trust Territories
East Central	East Central Curriculum Management Center 100 North First Street Springfield, IL 62772 (217)782-7084	Illinois, Indiana, Ohio, Maryland, Wisconsin, Minnesota, Michigan, Pennsylvania, West Virginia, Virginia, Delaware, District of Columbia
Southeast	Southeast Curriculum Coordination Center Box 5365, College of Education Mississippi State University Mississippi State, MS 39762 (601)325-5878	Mississippi, Alabama, Tennessee, Kentucky, Georgia, South Carolina, North Carolina, Florida
Northeast	Northeast Curriculum Coordination Center Bureau of Occupational Research Division of Vocational Education 225 West State Street Trenton, NJ 08625 (609)292-5572	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Puerto Rico, Rhode Island, Vermont, Virgin Islands
Midwest	Midwest Curriculum Coordination Center 1515 West 6th Avenue Stillwater, OK 74074 (405)377-2000 ext 261	Arkansas, Iowa, Kansas, Louisiana, Missouri, Nebraska, New Mexico, Oklahoma, Texas
Northwest	Northwest Curriculum Management Center Washington State Commission for Vocational Education Building 17, Airdustrial Park Olympia, WA 98504 (206)753-0878	Alaska, Oregon, Idaho, Washington, Montana, Wyoming, Utah, North Dakota, South Dakota, Colorado

STATE LIAISON REPRESENTATIVES

East Central

Rebecca Douglass, Project Director
East Central Curriculum
Management Center
Sangamon State University
Springfield, IL 62777
(217)782-0759

Krma Keyes, Director-Vein
Millersville State College
Millersville, PA 17551
(717)872-3477

Rosalin Mesnik
Minnesota Instructional Materials
Center
3554 White Bear Avenue
White Bear Lake, MN 55110
(612)770-3943

Larry W. Froelich
Vocational Curriculum Laboratory
Cedar Lake Conference Center
Ripley, WV 25271
(304)372-8673

Dr. Foster Miles, Jr.
Vocational Curriculum Development
Department of Education
P.O. Box 6Q
Richmond, VA 23216
(804)786-8764

Kenneth Sargent
Curriculum Management System
Maryland State Department
of Education, DVTE
200 West Baltimore
Baltimore, MD 20201
(301)659-2000

Ed Brown
State Bd. of Voc. and Tech. Educ.
401 Illinois Bldg.
1700 West Market
Indianapolis, IN 46204
(317)232-1810

Jim Mueller
Wisconsin Board of Vocational
Technical and Adult Education
4802 Sheboygan Avenue
Seventh Floor
Madison, WI 53702
(608)266-2222)

Rachel Schweitzer
Division of Vocational-Technical
Education
P.O. Box 1402
Dover, DE 19901
(302)736-4681

Northwestern

Bill Daniels, Project Director
Bldg. 17, LS-10
Airdustrial Park
Olympia, WA 98504
(206)758-0879

Verdell Jackson
Department of Education
Pouch F
Alaska State Office Bldg.
Juneau, AK 99811
(907)465-2980

Darrell Anderson
207 State Services Bldg.
1525 Sherman Street
Denver, CO 80203
(303)839-3061

Douglas Hammer
Division of Vocational Education
650 West State Street
Boise, ID 83720
(208)334-2932

Jim Burns
Consultant Industrial Education
Office of Public Instruction
State Capital
Helena, MT 59601
(406)449-2087

David Arlington, Curriculum
Development Specialist
Center for Program Coordination
State Department of Education
700 Pringle Parkways, SE
Salem, OR 97310
(513)378-3592

Dr. Larry Barnhartd
State Office Bldg.
900 East Boulevard
Bismark, ND 58505
(701)224-3195

Dan Elwood
Richard F. Kneip Bldg.
Pierre, SD 57501
(605)773-4720

Jan Dickson, Specialist
Curriculum & Information
Vocationa- Education Unit
State Board of Education
250 East 500 South
Salt Lake City, UT 84111
(801)533-5371

Western

Dr. Lawrence Zane, Project Director
Western Curriculum Coordination
Center
College of Education
University of Hawaii
1776 University Avenue
West Hall 216
Honolulu, HI 96822
(808)948-7834

Barbara Luckner-Loveless
Assoc. Project Director
University of Hawaii
1776 University Avenue
Wist Hall 216
Honolulu, HI 96822
(808)948-7834

Dr. Samson Shigetomi
State Director for Vocational Educ.
University of Hawaii
2444 Dole Street
Bachman Hall 101
Honolulu, HI 96822
(800)948-7461

Ed Cordisco
Dept. of Education
400 West King Street
Carson City, NV 89701
(702)885-5700, Ext. 255

Craig Clauser, State Director
Dept. of Education
400 West King Street
Carson City, NV 89701
(702)885-5700, Ext. 255

Craig Clauser, State Director
Dept. of Education
Gov't of American Samoa
Pago Pago, AM Samoa 96799
633-5238

Ken Gabbert, Director
Special Program Services
Arizona Dept. of Education
1535 West Jefferson
Phoenix, AZ 85007
(602)255-5351

Nona Verloo, Vocational Education
Consultant
Business Education
Dept. of Education
721 Capital Mall
Fourth Floor
Sacramento, CA 95814
(916)445-0404

East Central

Tom Hindes, Director
Instructional Materials Laboratory
1885 Neil Avenue, Room 112
Ohio State University
Columbus, OH 43210
(614)422-5001

Ed Corey
Michigan Dept. of Education
P.O. Box 30009
Lansing, MI 48909
(517)373-8626

Bessie Etheridge
Walker-Jones School
First and "L" Streets, NW
Washington, D.C. 20001
(202)727-6806

Northwestern

Jim Zancanella, Dean
Vocational-Technical Programs &
Community College Relations
University of Wyoming
Education Bldg.
Laramie, WY 82071
(307)766-3274

Jim Peterson, Coordinator
Occupational Education
Walla Walla Community College
600 Tausic Way
Walla Walla, WA 99362
(509)527-4246

Western

Herman Cabrera
Vocational Education Supervisor
Department of Education
Commonwealth of the Northern
Marianas
Saipan, Mariana Islands 96950

John Salas
State Director for Vocational
Education
Guam Community College
P.O. Box 23069
Gaum Main Facility
Agana, GU 96921
734-2931 or 2405

Loren Peterson
Director of Vocational Education
Department of Education
Trust Territory of the Pacific
Islands
Saipan, Mariana Islands 96950
9319

Southeast

Dr. Jim Shill, Project Director
Network for Curriculum Coordination
Mississippi State University
Drawer DX
Mississippi State, MS 39762
(601)325-2510

James Kendrick
Room 802
State Office Bldg.
Montgomery AL 36130
(205)832-3473

Dr. Herbert Bruce, Jr.
Curriculum Development Center
Porter Bldg.
Room 12
University of Kentucky
Lexington, KY 40506
(606)258-4821

Dr. Roy Hindrichs
Research and Curriculum Unit
Mississippi State University
Drawer DX
Mississippi State, MS 39762
(601)325-2510

Meg Murphy, Chief Consultant
Curriculum Design Unit
Division of Vocational Education
North Carolina Dept. of Public
Instruction
Raleigh, NC 27611
(919)733-7094

Midwest

Bob Patton, Project Director
Curriculum & Instructional
Materials Center
1515 West Sixth Avenue
Stillwater, OK 74074
(405)377-2000, Ext. 252

Peggy Patrick, Coordinator
Program Planning Education,
Research & Ememplary Programs
Vocational Division
Arch Ford Education Bldg.
Little Rock AR 72201
(501)371-1855

Merle Rudebusch, Director
Nebraska Dept. of Education
301 Centennial Mall South
Box 94987
Lincoln, NE 68509
(402)471-2432

Bill Jackson, Asst. Director
Vocational Education Division
New Mexico State
Department of Education
Education Building
Santa Fe, NM 87503
(505)827-3151

Patricia Lindley, Coordinator
Vocational Curriculum Development
Texas Education Agency
201 East Eleventh
Austin, TX 78701
(512)475-6205

Northeast

Dr. Joseph Kelly, Project Director
Bureau of Occupational & Career
Research Development
Division of Vocational Education
225 West State Street
Trenton, NJ 08625
(609)292-6562

Richard Monteith, Consultant
Exemplary Programs
105 Loudon Road
Concord, NH 03301
(603)271-2197

Angelo Tedesco, Commissioner
Bureau of Vo-Tech Schools
Conn. State Dept. of Education
P.O. Box 2219
Hartford, CT 06101
(203)566-3664

Maurice Parent
Bureau of Vocational Education
Dept. of Education & Cultural Services
Augusta, ME 04333
(207)289-3367

Walter Wimmer, Asst. Director
Vocational-Technical Education
Vermont Dept. of Education
Montpelier, VT 05602
(802)828-3103

Dr. Willard Daggert
99 Washington Avenue
State Department of Education
Albany, NY 12234
(518)474-6472 or 7009

Southeast

Guy Wilmoth
Division of Vocational-Technical Education
Tennessee State Dept. of Education
200 Cordell Hull Bldg.
Nashville, TN 37219
(615)741-1819

Robert Benson
Vocational Education Media Center
10 Tilman Hall
Clemson University
Clemson, SC 29634
(803)656-3115

Robert Mabry
Curriculum Development
Ga. Dept. of Education
333 State Office Bldg.
Atlanta, GA 30334
(404)656-2547

Dr. J. F. Crittenden, Coordinator
Division of Vocational-Technical Education
Bureau of Research, Evaluation, & Dissemination
State Dept. of Education
Knott Bldg., Room 258
Tallahassee, Fl 32304
(904)488-3995

Midwest

Ron Jarchow
Career Educ. Division
Grimes State Office Bldg.
Des Moines, IA 50319
(515)281-4718

David Poston
Curriculum Specialist
Vocational Curriculum Development & Research Center
P.O. Box 657
Natchitoches, LA 71457
(318)352-5348

Joyce Sawatzky, Asst. Coordinator
Curriculum & Instructional Materials Center
1515 West Sixth Avenue
Stillwater, OK 74074
(405)377-2000, Ext. 268

Amon Herd, Assoc. Director
Instructional Materials Laboratory
10 Industrial Education Bldg.
University of Missouri
Columbia, MO 65201
(314)882-2883

Alyce Williamson
State Dept. of Education
120 East 10th Street
Topeka, KS 66612
(913)296-2241

Northeast

Susan Dinga
Division of Occupational Education
Mass. Dept. of Education
32 St. James Avenue
Boston, MA 02116
(617)727-8140

Awilda Ramirez
Asst. Secy. for Curriculum & Educational Technology
Dept. of Education
Box 759
Hato Ray, Puerto Rico 00919
(809)754-1155

Aubrey Roebuck, State Director
Dept. of Education
P.O. Box 630
St. Thomas, VI 00801
(809)774-0100

Arthur Tartaglione
Career Ed. Coordinator
R.I. Dept. of Education
22 Hayes Street, Room 222B
Providence, RI 02908
(401)277-2691

REGIONAL OFFICES OF EDUCATION
(U.S. DEPARTMENT OF EDUCATION)

Region	Address	States in Region
Region I	John F. Kennedy Federal Building Government Center Boston, MA 02203 (617)223-7205	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II	Federal Building 26 Federal Plaza New York, NY 10007 (212)264-4370	New York, New Jersey, Puerto Rico, Virgin Islands
Region III	3535 Market Street Philadelphia, PA 19101 (215)597-1001	Delaware, Maryland, Pennsylvania, Virginia, West Virginia, District of Columbia
Region IV	50 Seventh Street, NE Atlanta, GA 30323 (404)526-5087	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Region V	300 South Wacker Drive Chicago, IL 60606 (312)353-5215	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Region VI	1114 Commerce Street Dallas, TX 75202 (214)749-2634	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region VII	601 East 12th Street Kansas City, MO 64106 (816)374-2276	Iowa, Kansas, Missouri, Nebraska
Region VIII	1961 Stout Street Denver, CO 80202 (303)837-3544	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region IX	Federal Office Building 50 Fulton Street San Francisco, CA 94102 (415)556-4920	Arizona, California, Hawaii, Nevada, Guam, Trust Territory, American Samoa
Region X	Arcade Plaza 1321 Second Avenue Seattle, WA 98101 (206)442-0434	Alaska, Idaho, Oregon, Washington

STATE DIRECTORS OF VOCATIONAL EDUCATION AND STATE DIRECTORS OF CAREER EDUCATION

The following addresses can be used to correspond with state directors of vocational and career education.

Alabama

State Department of Education
State Office Building
Montgomery, AL 36130

Alaska

State Department of Education
Alaska Office Building
Pouch F
Juneau, AK 99811

Arizona

State Department of Education
1535 West Jefferson
Phoenix, AZ 85007

Arkansas

State Department of Education
State Education Building
Little Rock, AR 72201

California

State Department of Education
721 Capitol Mall
Sacramento, CA 95814

Colorado

State Department of Education
State Services Building
1525 Sherman Street
Denver, Co 80203

Connecticut

State Department of Education
State Office Building
165 Capitol Avenue
Hartford, CT 06115

Delaware

Department of Public Instruction
J.G. Townsend Building
Dover, DE 19901

Florida

State Department of Education
Collins Building
Tallahassee, Fl 32304

Georgia

State Department of Education
State Office Building
Atlanta, GA 30334

Hawaii

Department of Education
P.O. Box 2360
Honolulu, HI 96804

Idaho

State Department of Education
Len B. Jordan Office Building
Boise, ID 83720

Illinois

Illinois Office of Education
100 North First Street
Springfield, IL 62777

Indiana

Department of Public Instruction
120 W. Market Street
Indianapolis, IN 46204

Iowa

Iowa Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319

Kansas

Kansas State Department of Education
120 East Tenth Street
Topeka, KS 66612

Kentucky

State Department of Education
Capitol Plaza Tower
Frankfort, KY 40601

Louisiana

Vocational Education
State Department of Education
Capital State - Box 44064
Baton Rouge, LA 70804

Maine

Department of Education and Cultural Services
Education Building
Augusta, ME 04330

Maryland

State Department of Education
P.O. Box 8717
BWI Airport
Baltimore, MD 21240

Massachusetts

Massachusetts State Department of Education
182 Tremont Street
Boston, MA 02135

Michigan

State Department of Education
P.O. Box 30009
Lansing, MI 48909

Minnesota

State Department of Education
Capitol Square Building
658 Cedar Street
St. Paul, MN 55101

Mississippi

State Department of Education
P. O. Box 771
Jackson, MS 39205

Missouri

State Department of Education
P. O. Box 480
Jefferson City, MO 65101

Montana

Office of the Superintendent
of Public Instruction
State Department of Education
State Capitol
Helena, MT 59601

Nebraska

State Department of Education
233 South Tenth Street
Lincoln, NE 68508

Nevada

State Department of Education
400 West King Street
Carson City, NV 89701

New Hampshire

State Department of Education
105 London Road
Concord, NH 03301

New Jersey

State Department of Education
225 West State Street
Trenton, NJ 08625

Director of Career Education
Department of Education
Job Corps Center, Bldg. 871
Plainfield Avenue
Edison, NJ 08817

New Mexico

State Department of Education
Education Building
Santa Fe, NM 87503

New York

State Department of Education
99 Washington Avenue
Albany, NY 12230

North Carolina

State Department of Education
544 Education Building
Raleigh, NC 27611

North Dakota

Department of Public Instruction
State Capitol
Bismarck, ND 58505

State Board of Vocational Education
State Office Building
900 East Boulevard Avenue
Bismarck, ND 58505

Ohio

Department of Education
65 South Front Street
Columbus, OH 43215

Vocational Education Division
Ohio Departments of Education
907 Ohio Departments Building
Columbus, OH 43215

Oklahoma

State Department of Education
Oliver Hodge Education Building
2500 North Lincoln
Oklahoma City, OK 73105

Vocational Education
1515 West Sixth Avenue
Stillwater, OK 74074

Oregon

State Department of Education
942 Lancaster Drive, N.E.
Salem, OR 97310

Pennsylvania

State Department of Education
P.O. Box 911
Harrisburg, PA 17126

Rhode Island

State Department of Education
Roger Williams Building
22 Hayes Street
Providence, RI 02908

South Carolina

State Department of Education
Rutledge Office Building
1429 Senate Street
Columbia, SC 29201

South Dakota

State Department of Education
Office Building No. 3
Pierre, SD 57501

Tennessee

State Department of Education
Cordell Hull Building
Nashville, TN 37219

Texas

Texas Education Agency
201 East 11th Street
Austin, TX 78701

Utah

State Department of Education
250 East 5th Street, South
Salt Lake City, UT 84111

Vermont

State Department of Education
State Office Building
Montpelier, VT 05602

Virginia

State Department of Education
Eighth Street Office Building
Richmond, VA 23219

Washington

Office of Public Instruction
Old Capitol Building
Olympia, WA 98504

State Director
Commission for Vocational Education
Building No. 17
Airdustrial Park
Olympia, WA 98504

West Virginia

State Department of Education
1900 Washington Street East
Charleston, WV 25305

Wisconsin

Department of Public Instruction
125 Langdon Street
Madison, WI 53702

State Director
Vocational Education
Board for Vocational, Technical
and Adult Education
4802 Sheboygan Avenue
Madison, WI 53702

Wyoming

State Department of Education
Hathaway Building
Cheyenne, WY 82002

Director of Career Education
Department of Education
State Office Building West
Cheyenne, WY 80220

STATE RESEARCH COORDINATING UNITS

Alabama

Research Coordinating Unit
868 State Office Building
Montgomery, AL 36130
Douglas Patterson
(205) 832-3476

Alaska

Planning and Research Office
Alaska Department of Education
Pouch F
Juneau, AK 99811
Ernie Polley
(907) 465-2820

Arizona

Research Coordinating Unit
1535 W. Jefferson
Phoenix, AZ 85007
Beverly Wheeler
(602) 271-5392

Arkansas

Research Coordination Unit for Occupational Education
Arkansas Department of Education
Division of Vocational, Technical and Adult Education
Arch Ford Educational Building
Little Rock, AR 72201
Jack D. Nichols
(501) 371-1855

California

Vocational and Career Education Services Section
721 Capitol Mall
4th Floor
Sacramento, CA 95814
Richard S. Nelson
(916) 322-2330

Colorado

Occupational Research Coordinating Unit
Room 207, State Services Building
Denver, CO 80203
Richard H. Edsell
(303) 892-3011

Connecticut

Research and Planning Unit
State Office Building, Room 336
Hartford, CT 06115
Richard C. Wilson
(203) 566-3430

Delaware

Curriculum and Research
Department of Public Instruction
Townsend Building
Dover, Delaware 19901
Rachel J. Schweitzer
(302) 678-4681

District of Columbia

District of Columbia Public Schools
415 12th Street, NW
Washington, DC 20004
David White
(202) 737-5298

Florida

Bureau of Vocational Research, Diffusion, Evaluation
Room 258, Knott Bldg.
Tallahassee, FL 32304
K. M. Eaddy
(904) 488-3995

Georgia

Occupational Research Coordinating Unit
State Department of Education
Atlanta, GA 30334
Paul C. Scott
(404) 656-2429

Hawaii

State Director for Vocational Education
Bachman 101, University of Hawaii
2444 Dole Street
Honolulu, HI 96822
Sybil Kyi
(808) 948-7461

Idaho

State Department of Vocational Education
506 North Fifth Street
Boise, ID 83720
Scott G. Anderson
(208) 384-3210

Illinois

Research and Development Division Vocational and Adult Education
Illinois Office of Education
100 N. First Street
Springfield, IL 62777
Ronald D. McCage
(217) 782-4620

Indiana

Research Coordinating Unit
17 W. Market
Room 401, Illinois Building
Indianapolis, IN 46204
Ed Hornback
(317) 633-4841

Iowa

Support Services, Career Education Division
Department of Public Instruction
State Office Building
Des Moines, IA 50319
Kenneth M. Wold
(515) 281-5334

Kansas

Exemplary and Special Needs
1201 E. 10th
Topeka, KS 66612
Wilbur Rawson
(913) 296-3346

Kentucky

Resources Development Unit
Program Supporting Services Division
2038 Capital Plaza Tower
Frankfort, KY 40601
Robert M. Schneider
(502) 564-3096

Louisiana

Research Coordinating Unit
P. O. Box 44064, Room 801
Baton Rouge, LA 70804
Florent Hardy
(504) 389-6629

Maine

Research Coordinating Unit
Bureau of Vocational Education
Department of Educational & Cultural Services
Augusta, ME 04330
Charles W. Ryan
(207) 289-2621

Maryland

Research Coordinating Unit
P. O. Box 8717 Baltimore-Washington International Airport
Baltimore, MD 21240
Gary Q. Green
(301) 796-8300 ext. 323

Massachusetts

Bureau of Career and Exemplary Programs
Massachusetts Department of Education
182 Tremont Street
Boston, MA 02111
David F. Cronin
(617) 727-8143

Michigan

Research Coordinating Unit
State Department of Education
Box 420
Lansing, MI 48902
Stanley Rumbaugh
(517) 373-1830

Minnesota

Research Coordinating Unit
145 Peik Hall
University of Minnesota
Minneapolis, MN 55455
Brandon B. Smith
(612) 373-3843

Mississippi

Research and Curriculum Unit
Drawer DX
Mississippi State University
Mississippi State, MS 39762
James F. Shill
(601) 325-2510

Missouri

Research Coordinating Unit
State Department of Elementary and Secondary Education
P. O. Box 480
Jefferson City, MO 65101
Glenn White
(314) 751-2661

Montana

Finance, Planning and Evaluation
Superintendent of Public Instruction
Capitol Building
Helena, MT 59601
(406) 449-3693

Nebraska

Box 33 Henzlik Hall
University of Nebraska
Lincoln, NE 68509
Elton B. Mendenhall
(402) 472-3337

Nevada

Research Coordinating Unit
College of Education
University of Nevada, Room 201
Reno, NV 89507
Len L. Trout
(702) 784-4921

New Hampshire

Research Coordinating Unit
Vocational Technical Division
105 Loudon Road
Concord, NH 03301
Lila C. Murphy
(603) 271-3276

New Jersey

Bureau of Occupational Research
Development
Bldg. 871, NJJCC
Plainfield Avenue
Edison, NJ 08817
Joseph F. Kelly
(201) 985-7769

New Mexico

Program Development Office
Vocational Education Unit
State Department of Education
Santa Fe, NM 87501
Roger A. Labodda
(505) 827-2331

New York

Bureau of Occupational Education
Research
New York State Education Department
Albany, NY 12234
Louis A. Cohen
(518) 474-6386

North Carolina

Occupational Research Unit
State Department of Public Education
Raleigh, NC 27611
Charles H. Rogers
(919) 829-3800

North Dakota

Research Coordinating Unit
State Office Building
900 East Boulevard
Bismarck, ND 58505
Donald Eshelby
(701) 224-3195

Ohio

Research, Surveys, Evaluation, and
Exemplary Programs
Room 904, 6[illegible] S. Front Street
Columbus, OH 43215
R. D. Balthaser
(614) 466-2095

Oklahoma

Research Unit
Division of Research, Planning &
Evaluation
1515 West Sixth Avenue
Stillwater, OK 74074
William D. Frazier
(405) 377-2000 ext. 283

Oregon

Career Education Applied Research
942 Lancaster Drive, NE
Salem, OR 97310
Eugene T. Vinarskai
(503) 378-3597

Pennsylvania

Research Coordination Unit for
Vocational Education
Pennsylvania Department of Education
Box 911
Harrisburg, PA 17126
Carroll A. Curtis
(717) 787-4865

Rhode Island

Education Information Services
Rhode Island Department of Education
22 Hayes Street
Providence, RI 02908
Charles Mojkowski
(401) 277-2035

South Carolina

Vocational Research Coordinating Unit
906 Rutledge Building
1429 Senate Street
Columbia, SC 29201
Gregory G. Morrison
(803) 758-2358

South Dakota

Career Education Project (Exemplary)
Mellette Annex
200 NE 9th
Watertown, SD 57201
Clayton Carlson
(605) 886-3977

Tennessee

Research Coordinating Unit
416 Alumni Hall
University of Tennessee
Knoxville, TN 37916
Garry R. Bice
(615) 974-3338

Texas

Division of Occupational Research
and Development
201 East Eleventh Street
Austin, TX 78701
Joe B. Neely
(512) 475-6205

Utah

Research Coordinating Unit
State Board of Education
1670 University Club Building
Salt Lake City, UT 84111
N. Craig Kennington
(801) 328-5891

Vermont

Research Coordinating Unit
Vermont State Department of Education
State Office Building
Montpelier, VT 05602
Joseph P. Kisko
(802) 828-3101

Virginia

Vocational Education Research & Statistical Information Service
1312 East Grace Street
Richmond, VA 23216
LLoyd M. Jewell, Jr.
(804) 770-2066

Washington

Research Coordinating Unit
Washington State Commission for Vocational Education
Building 17, Airdustrial Park
Olympia, WA 98504
Gene W. Bigger, Jr.
(206) 753-5672

West Virginia

Research Coordinating Unit for Vocational Education
Marshall University
Huntington, WV 25703
Roy Thomas
(304) 696-3180

Wisconsin

Research Coordinating Unit
Wisconsin Board of Vocational, Technical, and Adult Education
HFSOB 7th floor
4802 Sheboygan Avenue
Madison, WI 53702
Roland J. Krogstad
(608) 266-3705

Wyoming

State Occupational Coordinator
Hathaway Building
Cheyenne, WY 82002
Abel S. Benaoides
(307) 777-7411

Puerto Rico

Vocational, Technical and High Skills Education Program
Department of Education
Box 759
Hato Rey, PR 00919
Vidal Velez Serra
765-5850

Guam

Division of Career & Occupational Education
P. O. Box DE
Agana, Guam
Michael L. Rask
734-2158

ERIC CLEARINGHOUSE(S)

ERIC Clearinghouse on Career Education

The Ohio State University
Center for Vocational Education
1960 Kenny Road
Columbus, OH 43210
Phone: (614) 486-3655

ERIC Clearinghouse on Counseling and Personnel Services

University of Michigan
School of Education Bldg.
Room 2108
Ann Arbor, MI 48109
Phone: (313) 764-9492

ERIC Clearinghouse on Handicapped and Gifted Children

Council for Exceptional Children
1920 Association Drive
Reston, VA 22091
Phone: (703) 620-3660

ERIC Clearinghouse on Information Resources

Syracuse University
School of Education
Syracuse, NY 13210
Phone: (315) 423-3640

ERIC Clearinghouse on Language and Linguistics

Center for Applied Linguistics
1611 North Kent Street
Arlington, VA 22209
Phone: (703) 528-4312

ERIC Clearinghouse on Reading and Communication Skills

National Council of Teachers of English
1111 Kenyon Road
Urbana, IL 61801
Phone : (217) 328-3870

ERIC Clearinghouse on Rural Education and Small Schools

New Mexico State University
Box 3AP
Las Cruces, NM 88003
Phone: (505) 646-2623

ERIC Clearinghouse on Tests, Measurement, and Evaluation

Educational Testing Service
Princeton, NJ 08540
Phone: (609) 921-9000, Ext. 2176

ERIC Clearinghouse on Urban Education

Box 40
Teachers College, Columbia University
525 West 120 Street
New York, NY 10027
Phone: (212) 678-3437

STATE CONSULTANTS FOR PROGRAMS FOR THE DISADVANTAGED

Alabama

Tom Pierce
Head State Coordinator
Special Needs Unit
Division of Vocational Education
Department of Education
844 State Office Building
Montgomery, AL 36130
Phone: (205) 832-3429

Alaska

Helen Mehrkens, Program Manager
Career & Vocational Education
Division of Education
Alaska State Department of Education
Pouch F
Juneau, AK 99811
Phone: (907) 465-2980

Arizona

Stewart Miller, Dir. Special Needs
Department of Education
Vocational Education
1535 W. Jefferson
Phoenix, AZ 85007
Phone: (602) 255-3437

Trudy Rogers
Program and Project Specialist
Special Needs
Department of Education
Vocational Education
1535 W. Jefferson
Phoenix, AZ 85007
Phone: (602) 255-3729

Arkansas

Raymond F. Faucette
Supervisor
Disadvantaged & Handicapped Programs
DVTE, State Department of Education
Arch Ford Education Bldg.
Little Rock, AR 72201
Phone: (501) 371-2374

California

Bill Callahan
Vocational Education Consultant
Disadvantaged
4th floor, 721 Capitol Mall
Sacramento, CA 95814
Phone: (916) 445-6397

Colorado

Paul May, Supervisor
Special Needs Programs
State Board for Community Colleges
& Occupational Education
207 State Services Building
1525 Sherman Street
Denver, CO 80203
Phone: (303) 839-3164

Connecticut

Dr. David S. Gifford
Consultant for Disadvantaged
and Handicapped
Bureau of Vocational Services
State Department of Education
Box 2219
Hartford, CT 06115
Phone: (203) 566-4001

Delaware

Dr. Adam W. Fisher
State Supervisor
Vocational Education Division
Exceptional and Disadvantaged
Children's Programs
Department of Public Instruction
Townsend Bldg.
P. O. Box 1402
Dover, DE 19901
Phone: (302) 736-4681

District of Columbia

Junius George
Assistant to the Assistant
Superintendent for LESA
Division of Career and Continuing
Education
415 12th Street, N.W.
Washington, D.C. 20004
Phone: (202) 724-4180

Florida

Dr. James A. Barge
Director, Special Needs Programs
Division of Vocational Education
Knott Building
Department of Education
Tallahassee, TN 32301
Phone: (904) 488-7153

Dr. Sara Hurst
Coordinator, Programs for
Disadvantaged Persons
Division of Vocational Education
Knott Building
Department of Education
Tallahassee, TN 32301
Phone: (904) 488-7153

Georgia

Milton G. Adams
State Supervisor
Special Needs Programs
State Department of Education
321 State Office Building
Atlanta, GA 30334
Phone: (404) 656-2516

Georgia

Raymond C. Martin
Education Consultant
Special Needs Programs
State Department of Education
321 State Office Building
Atlanta, GA 30334
Phone: (404) 656-2516

Guam

Dr. John C. Salas
State Director of Vocational
Education
Guam Community College
P. O. Box 23069 - Main Postal
Facility
Guam, Mariana Islands 96921
Phone: (671) 734-4311
x47/48

Hawaii

Mr. Nelson H. Muraoka
Coordinator for Personnel Development
Office of the State Director
for Vocational Education
2327 Dole Street, Room 8
Honolulu, HI 96822
Phone: (808) 948-7461

Idaho

Roger Sathre
Supervisor of Special Needs
State Board for Vocational Education
650 West State
Boise, ID 83720
Phone: (208) 334-3876

Illinois

Sharon Full
Consultant
Disadvantaged including LESA
Illinois State Board of Education
100 North First Street
Springfield, IL 62777
Phone: (217) 782-4877

Indiana

Larry Fosler
State Coordinator of Special Programs
401 Illinois Building
17 West Market Street
Indianapolis, IN 46204
Phone: (317) 232-1810

Roger Newnum
State Coordinator for Special Needs
401 Illinois Building
17 West Market Street
Indianapolis, IN 46204
Phone: (317) 232-1810

Iowa

Dan Kroloff, Chief
Special Programs Section
Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319
Phone: (515) 281-3686

Raymond E. Morley, Consultant
Secondary Programs
Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319
Phone: (515) 281-3912

Kansas

Miss Carolyn Olson
Education Program Specialist-
Disadvantaged
Vocational Education Section
Kansas State Department of Education
120 East 10th Street
Topeka, KS 66612
Phone: (913) 296-2241

Mr. Lester Abel
Education Program Specialist-
Disadvantaged
Vocational Education Section
Kansas State Department of Education
120 East 10th Street
Topeka, KS 66612
Phone: (913) 296-3954

Kentucky

Ms. Donnalie Stratton, Director
Special Vocational Program Unit
Department of Education
Bureau of Vocational Education
Capital Plaza Tower
Frankfort, KY 40501
Phone: (502) 564-3775

Louisiana

Mr. Ralph Ainsworth, Supervisor
Vocational Education Programs
for the Disadvantaged
State Department of Education
P. O. Box 44064
Baton Rouge, LA 70804
Phone: (504) 342-3522

Maine

Carl W. Butler, Director
Division of Program Services
and Consultant, Programs for
the Diadvantaged
Bureau of Vocational Education
Department of Educational and
Cultural Services
Augusta, ME 04333

Maryland

Dr. Theodore F. Rybka
State Supervisor for the Disadvantaged
Division of Vocational-Technical
Maryland State Department of Education
200 W. Baltimore Street
Baltimore, MD 21201
Phone: (301) 659-2093

Ruth Brown
Specialist in Programs and Services
for Students with Special Needs
Disadvantaged and LESA
200 W. Baltimore Street
Baltimore, MD 21201
Phone: (301) 659-2079

Albert B. Wood
State Supervisor for Disadvantaged
200 W. Baltimore Street
Baltimore, MD 21201
Phone: (301) 659-2093

Massachusetts

Clifton E. Reed
Acting Bureau Director
Bureau of Special Needs,
Division of Occupational Education
State Department of Education
31 St. James Avenue
Boston, MA 02116
Phone: (617) 727-8140

Robert S. Kennon
Supervisor, Disadvantaged & Handicapped
Programs, Vocational-Technical Education
Service Michigan Department of Education
P. O. Box 30009
Lansing, MI 48909
Phone: (517) 373-3387

Ms. Maria Teresa Ortiz-Kamkar
Disadvantaged Programs - LESA
Department of Education
P. O. Box 30009
Lansing, MI 48909
Phone: (517) 373-3387

Minnesota

Hal Birkland, Supervisor
Programs for Disadvantaged
563 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Phone: (612) 296-5705

Jerry Guevara, Supervisor
Programs for LESA
559 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Phone (612) 296-5705

Mississippi

Morris Murray
State Department of Education
P. O. Box 771
Jackson, MS 39205
Phone: (601) 354-7549

Mrs. Fern Bess, Assistant Supervisor
Special Vocational Programs
P. O. Box 771
Jackson, MS 39205
Phone: (601) 354-7549

Missouri

Miles F. Beachboard, Director
Special Vocational Needs
Programs Division of Vocational Education
Department of Elementary and Secondary
Education
P. O. Box 480
Jefferson City, MO 65102
Phone: (314) 751-3524

Daniel R. Omer, Supervisor
Department of Elementary and Secondary
Education
Programs Division of Vocational Education
P. O. Box 480
Jefferson City, MO 65102
Phone: (314) 751-3524

Frank Drake, Coordinator
Vocational Education - LESA
Programs Division of Vocational Education
Department of Elementary and Secondary
Education
P. O. Box 480
Jefferson City, MO 65102
Phone: (314) 751-3524

Montana

Barbara Crebo, Consultant
Special Vocational Needs
Department of Vocational Education
Office of Public Instruction
Room 106, State Capitol
Helena, Montana 59601
Phone: (406) 449-3126

Nebraska

Steve A. Equall, Director
Special Vocational Service
Department of Education
Box 94987
301 Centennial Mall South
Lincoln, NE 68509
Phone: (402) 471-2432

Evelyn Lavaty, Supervisor
Special Vocational Service
Department of Education
Box 94987
301 Centennial Mall South
Lincoln, NE 68509
Phone: (402) 471-2432

Nevada

Denis Graham
Education Consultant
Disadvantaged
Department of Education
400 W. King Street
Carson City, NV 89701
Phone: (702) 885-5700
ext. 255

New Hampshire

Alan Hodson, Consultant
Special Services - Disadvantaged
Division of Vocational-Technical Education
State Department of Education
105 Loudon Road
Concord, NH 03301
Phone: (603) 271-3588

New Jersey

John A. Wanat, Director
Bureau of Special Programs
New Jersey State Department of Education
Division of Vocational Education and Career Preparation
225 West State Street
Trenton, NJ 08625
Phone: (609) 292-5822

Rupert L. Brewster
Vocational Programs for the Disadvantaged
New Jersey State Department of Education
Division of Vocational Education and Career Preparation
225 West State Street
Trenton, NJ 08625
Phone: (609) 292-5720

New Mexico

Phil Felix, State Supervisor
Vocational Special Needs
Vocational Education Division
State Department of Education
Education Building
Santa Fe, NM 87503
Phone: (505) 827-3151

New York

Dale Post, Director
Division of Occupational Education Supervision
State Department of Education
99 Washington Avenue
Albany, NY 12230
Phone: (518) 474-4806

North Carolina

A. L. Carson, Chief Consultant
Special Programs
Division of Vocational Education
Department of Public Instruction
Raleigh, NC 27611

North Dakota

Clide O. Cassity
Supervisor of Special Needs
State Board for Vocational Education
State Office Building
900 East Boulevard
Bismarck, ND 58505
Phone: (701) 224-3178

Ohio

Richard A. Macer, Assistant Director
Special Needs Service
Division of Vocational Education
State Department of Public Instruction
Room 913 State Office Building
65 South Front Street
Columbus, OH 43215
Phone: (614) 466-4835

Jerry D. May, Supervisor
Special Needs Programs
Division of Vocational Education
State Department of Public Instruction
Room 913 State Office Building
65 South Front Street
Columbus, OH 43215
Phone: (614) 466-4835

Oklahoma

Clyde Matthews, Ed. D.
State Supervisor
Special Programs
State Department of Vocational and Technical Education
1515 West Sixth Avenue
Stillwater, OK 74074
Phone: (405) 377-2000 ext. 247

Oregon

Dave Backman, Specialist
Disadvantaged and Handicapped
Oregon Department of Education
700 Pringle Parkway SE
Salem, OR 97310
Phone: (503) 378-3823

Pennsylvania

Wayne L. Grubb, Supervisor
Disadvantaged and Handicapped Programs
Bureau of Vocational Education
Pennsylvania Department of Education
Box 911, 333 Market Street
Harrisburg, PA 17108
Phone: (717) 787-8022

Clara Lea Gaston, Consultant
Disadvantaged and Handicapped Programs
Bureau of Vocational Education
Pennsylvania Department of Education
Box 911, 333 Market Street
Harrisburg, PA 17108
Phone: (717) 787-8022

Puerto Rico

Ada N. Cardona, Director
Disadvantaged and Special Needs
Component of Special Vocational Services
Vocational Technical and High Skills
Education Programs
Department of Education
Box 759
Hato Rey, PR 00919
Phone: (809) 754-0828

Maria C. Torres, Coordinator
Disadvantaged and Special Needs
Department of Education
Box 759
Hato Rey, PR 00910
Phone: (809) 754-0828

Rhode Island

Frank M. Santoro
Deputy Assistant Commissioner
Bureau of Vocational-Technical Education
State Department of Education
Hayes Street
Providence, RI 02908
Phone: (401) 277-2691

Jacqueline Harrington, Consultant
Disadvantaged
State Department of Education
Hayes Street
Providence, RI 02908
Phone: (401) 277-2691

South Carolina

Jack Sullivan
Consultant, Disadvantaged
Office of Vocational Education
State Department of Education
Room 981, Rutledge Building
Columbia, SC 29201
Phone: (803) 758-2163

South Dakota

Wendall Tisher, Supervisor
Special Needs
Division of Vocational Education
Richard F. Kniep Building
Pierre, SD 57501
Phone: (605) 773-4716

Tennessee

Russell Smith, Chief
Program Services
Division of Vocational-Technical Education
200 Cordell Hull Building
Nashville, TN 37219
Phone: (615) 741-1320

Sam McClanahan, Specialist
Disadvantaged and Handicapped Programs
205 Cordell Hull Building
Nashville, TN 37219
Phone: (615) 741-3446

Texas

Albert H. Bartschmid, Coordinator
Special Projects
Program Support Services
Occupational Education and Technology
Texas Education Agency
201 East 11th Street
Austin, TX 78701
Phone: (512) 475-3129

Utah

David S. Gailey, Coordinator
Post Secondary and Manpower Programs
Vocational and Adult Education
250 East 500 South
Salt Lake City, UT 84111
Phone: (801) 533-5371

Vermont

Robert Watson, Consultant
Special Needs and Work Experience
Vocational Education
State Department of Education
State Office Building
Montpelier, VT 05602
Phone: (802) 828-3101

Virgin Islands

Dr. Aubrey L. Roebuck
State Director for Vocational-Technical
Education
P. O. Box 630
St. Thomas 00801
Phone: (809) 774-3046

Virginia

Vance Horne, Supervisor
Disadvantaged and LESA
Division of Vocational and Adult Education
State Department of Education
P. O. Box 60
Richmond, VA 23216
Phone: (804) 786-2656

Washington

Carlane Washington
Program Supervisor
Special Needs
Old Capitol Building, Room 221
Mail Stop FG-11
Olympia, WA 98504
Phone: (206) 753-0555

West Virginia

Jean Cary Davis, Supervisor
Disadvantaged, LESA, and Work-Study Programs
Bureau of Vocational, Technical and
Adult Education
State Department of Education
Building #6, B-221
Charleston, WV 25305
Phone: (304) 348-2349

Wisconsin

James A. Urness, Consultant
Special Projects
State Board of Vocational Technical
and Adult Education
4802 Sheboygan Avenue
Hill Farms State Office Building
Madison, WI 53702
Phone: (608) 266-0050

Preston Smeltzer, Consultant
Special Needs
Department of Public Instruction
126 Langdon Street
Madison, WI 53702
Phone: (608) 266-7987

Wyoming

Abel S. Benavides, Consultant
Special Needs Programs
State Department of Education
Hathaway Building
Cheyenne, WY 82002
Phone: (307) 777-7411

Samoa

Craig Clauser
State Director of Vocational Education
Department of Education
Government of American Samoa
P. O. Box 2609
Pago Pago, American Samoa 96799
Phone: (684) 633-5238

Trust Territory

Herman B. Cabrera
Director of Vocational Education
Department of Education
Government of the Northern Mariana Islands
Saipan, CM 96950
Phone: 782-9827

U.S. Department of Education

Barbara H. Kemp
Education Program Specialist
Room 5624, ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202
Phone: (202) 245-0636

IV-10

REGIONAL RESOURCE CENTERS

Region	Address	States in Region
Northwest	Dr. James Crossen, Director Clinical Service Building Third Floor 1590 Willamette Street University of Oregon Eugene, OR 97401 (503)686-5641	Alaska, Hawaii, Somoa, Guam, Trust Territory, Washington, Idaho, Oregon, Montana, Wyoming
California	Mr. N. Bruce Weston, Director, 600 South Commonwealth Avenue Suite 1304, University of Southern California Los Angeles, CA 90005 (213)381-5231	California
Southwest	Dr. Wayne Johnson, Director 2363 Foothill Drive, Suite G University of Utah Salt Lake City, UT 84109 (801)581-6281	Nevada, Utah, Colorado, Arizona New Mexico, B.I.A.. Schools
Midwest	Dr. Raymond Feltner, Director Drake University 1332-26th Street Des Moines, IA 50311 (515)271-3936	North Dakota, Oklahoma, South Dakota, Nebraska, Kansas, Missouri, Arkansas
Texas	Dr. James Tucker, Director Texas Education Agency 201 East 11th Street Austin, TX 78101 (512)475-1306	Texas
Mid-East	Dr. Raymond Cottrell, Director George Washington University 1901 Pennsylvania Avenue, NW Suite 505 Washington, D.C. 20006 (202)676-7200	Maryland, Delaware, West Virginia, North Carolina
Mid-South	Mr. Robert Sterrett, Director University of Kentucky Research Foundation Porter Building, Room 131 Lexington, KY 40506 (606)258-4921	Kentucky, Tennessee, Virginia
District of Columbia	Dr. Aaron Favors, Director Howard University 2935 Upton Street, N.W. Washington, D.C. 20008 (202)686-6729	District of Columbia
Southeast	Dr. Faye Brown, Director Auburn University at Montgomery Montgomery, AL 36117 (205)279-9110, Ext 258)	Louisiana. Mississippi, Alabama, Georgia, South Carolina, Florida, Puerto Rico, Virgin Islands
Pennsylvania	Dr. Jim Duffey, Director Pennsylvania State Department of Education 443 South Gulph Road King of Prussia, PA 19406 (215)265-3706	Pennsylvania

Region	Address	States in Region
Great Lakes	Mrs. Jane Walline, Director Michigan State Department of Education P.O. Box 30008 Lansing, MI 48902 (517)373-9433	Minnesota, Wisconsin, Michigan, Indiana
Illinois	Dr. Sidney R. Miller, Director Northern Illinois University DeKalb, IL 60115 (815)753-0656	Illinois
Ohio	Mr. Thomas Fisher, Director Ohio State Department of Education 933 High Street Worthington, OH 43085 (614)466-2650	Ohio
Northeast	Dr. Nicholas Maldari, Director New Jersey State Department of Education 168 Bank Street Hightstown, NY 08520 (609)448-4773	Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, Connecticut, New Jersey
New York	Lawrence Gloeckler Acting Director, New York State Education Department 55 Elk Street Albany, NY 12234 (518)474-2251	New York
New York	Mr. Martin Hayott, Director City University of New York 33 West 42nd Street New York, NY 10036 (212)790-4797	New York City only

RESEARCH CENTER(S)

Appalachian Adult Education Center
U.P.O. 1353
Morehead State University
Morehead, KY 43051
(606)783-3111

Services:

- Consultation in the field
- Consultation at office
- Referral
- Library collection
- Data collection
- ERIC microfiche collection
- ERIC index collection

Applachian Educational Laboratory, Inc.
P.O. Box 1348
Charleston, WV 25325

Career Development Center
University of Northern Colorado
Vocational Education Department
Greeley, Co 80631

Career Education Center
Florida State University
415 North Monroe Street, #618
Tallahassee, FL 32301

CEDIS (Career Education Dissemination Services)
Massachusetts Center for Occupational Education
2 Sun Life Executive Park
Wellesley Hills, MA 02181

Center for Career Development and Occupational Preparation
College of Education
Texas A & M University
College Station, TX 77843

Center for Occupational Education
North Carolina State University
P.O. Box 5096
Raleigh, NC 27607

National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

The Center for Vocational Teacher Education
The University of Nebraska- Lincoln
300 West Nebraska Hall
Lincoln, Nebraska 68588

Center for Studies in Vocational and Technical Education
321 Education Building
University of Wisconsin-Madison
Madison, WI 53706

Center for Vocational, Technical, and Adult Education
University of Wisconsin-Stout
Menomonie, WI 54751

Educational Testing Service
Princeton, NJ 08540

Far West Laboratory for Educational Research and Development
1855 Folsom Street
San Francisco, CA 94103

Industrial Relations Research Institute
University of Wisconsin-Madison
4226 Social Science Building
Madison, WI 53706

National Career Information Center
American Personnel and Guidance Association
1607 New Hampshire Avenue, N.W.
Washington, D.C. 20009

National Occupational Information Service
Patrick Henry Building
601D Street, NW
Washington, D.C. 20213

Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, OR 97204

Occupational Outlook Service
Bureau of Labor Statistics
U. S. Department of Labor
Washington, D.C. 20212

Research for Better Schools
1700 Market Street, Suite 1700
Philadelphia, PA 19103

INDICES AND ABSTRACTS

Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM)

Published by: The Center for Vocational Education, The Ohio State
University, 1960 Kenny Road, Columbus, OH 43210

Frequency: Published bimonthly with an annual subject and author index

Current Index to Journals in Education (CIJE)

Published by: Macmillan Information, A Division of Macmillan
Publishing Company, Inc., 866 Third Avenue,
New York, NY 10022

Frequency: Monthly, with 2 semiannual cumulations

Dissertation Abstracts International

Published by: University Microfilms, 300 North Zeeb Road
Ann Arbor, MI 48106

Frequency: Monthly in two sections, cumulative annual author indexes

Education Index

Published by: H.W. Wilson Co., 950 University Avenue,
Bronx, NY 10452

Frequency: Monthly except July and August, with an annual cumulative index

Government Reports Announcements & Index

Published by: National Technical Information Service, U.S. Department
of Commerce, 5285 Port Royal Road, Springfield, VA 22161

Frequency: Every two weeks

Master Abstracts

Published by: Xerox University Microfilms, 300 North Zeeb Road,
Ann Arbor, MI 48106

Frequency: Quarterly

Psychological Abstracts

Published by: American Pshcyological Association, Inc.
1200 Seventeenth Street, NW
Washington, D.C. 20036

Frequency: Monthly, with 2 bound index volumes per year

Resources in Education (RIE)

Published by: Educational Resources Information Center (ERIC)
National Institute of Education, U. S. Department of
Health, Education, and Welfare (Order from Superintendent of
Documents, U. S. Government Printing Office, Washington, D.C. 20402

Frequency: Monthly with two semiannual cumulations sold separately

Sociological Abstracts

Published by: Sociological Abstracts, Inc., P.O. Box 22206, San Diego, CA 92122

Frequency: Five issues per year (April, June, August, October, and December)

ASSOCIATIONS
(PROFESSIONAL, ADVISORY, RESEARCH)

American Association of School
Administrators (AASA)
1801 North Moore Street
Arlington, VA 22209
(703) 528-0770

American Educational Research
Association (AERA)
1126 Sexteenth Street, NW
Washington, DC 20036
(202) 223-9485

American Personnel and Guidance
Association
1607 New Hampshire Avenue, NW
Washington, DC 20009
(202) 483-4633

American Vocational Association, Inc.
2020 North 14th Street
Arlington, VA 22201
(703) 522-6121

American Vocational Education
Research Association (AVERA)
Rutgers University
Graduate School of Education
10 Seminary Place
New Brunswick, NJ 08903
(201) 247-1766

Association of Training and
Employment Professionals (ATEP)
31 Proitt Street
Meriden, CT 06450
(203) 238-0888

Council for Career Planning (CCP)
541 Madison Avenue
New York, NY 10022
(212) 758-2153

Industrial Relations Research
Association (IRRA)
7226 Social Science Building
University of Wisconsin
Madison, WI 53706
(608) 262-2762

Institute of Educational Research (IER)
4828 16th Street NW
Washington, DC 20011
(202) 723-2300

National Advisory Council on
Career Education
c/o Department of Education
Purdue University
Lafayette, IN 47907

National Advisory Council on
Vocational Education
425 13th Street, NW Suite 412
Washington, DC 20004
(202) 367-8873

National Alliance of Business (NAB)
1730 K. Street NW Suite 558
Washington, DC 20006
(202) 457-0040

National Association of Career
Education
765 Commonwealth Avenue, Room 1502
Boston, MA 02215
(617) 437-3800

National Association for Industry-
Education Cooperation
235 Hendricks Boulevard
Buffalo, NY 14226

National Association of Trade and
Industrial Education (NATIE)
P. O. Box 3000
Leesburg, VA 22075
(703) 777-8810

National Association of Vocational
Special Needs Personnel
The Center for Vocational Personnel
Preparation
Reschini House
Indiana University of Pennsylvania
Indiana, PA 15705

National Career Information Center (NCIC)
Two Skyline Pk. Suite 400
5203 Leesburg Pike
Falls Church, VA 22041
(703) 820-4700

National Commission on Resources
for Youth (NCRY)
36 W. 44th Street
New York, NY 10036
(212) 840-2844

National Employment and Training
Association (NETA)
250 E. High Street
Salt Lake City, UT 84111
(801) 533-5574

National Manpower Training Association (NMTA)
State Department of Education
P. O. Box 771
Jackson, MS 39205

National Network of Youth Advisory
Boards (NNYAB)
P. O. Box 402036
Ocean View Branch
Miami Beach, FL 33140
(305) 532-2607

National Vocational Guidance Association
1607 New Hampshire Avenue, NW
Washington, DC 20009
(202) 483-4633

United States Chamber of Commerce
1615 H Street, NW
Washington, DC 20062
(202) 659-1007

Vocational Foundation, Inc.
44E - 24th Street
New York, NY 10010
(212) 777-0700

Vocational Industrial Clubs of America (VICA)
105 North Virginia Avenue
Falls Church, VA 22046
(703) 533-2090

V

BIBLIOGRAPHY

Antos, J. R., & Mellow, W. S. The youth labor market: A dynamic overview. Washington, D.C.: U.S. Department of Labor, Bureau of Labor Statistics, 1978. (ERIC Document Reproduction Service Number ED 156 877)

Arizona State Department of Education. Educational strategies for working with Mexican-American students. Phoenix, Arizona: Author, 1977. (ERIC Document Reproduction Number ED 141 625)

Ashenfelter, O. What do teenage unemployment statistics measure? In N.M. Davidson (Ed.), Supplementary papers from the conference on youth unemployment: Its measurement and meaning. Washington, D.C.: U.S. Department of Labor, Employment and Training Administration, 1978. (ERIC Document Reproduction Service Number ED 176 117)

Atkins, O T. & Delaney, J. Getting a job: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1973. (ERIC Document Reproduction Service Number ED 098 440)

Atkins, O. T. Introduction: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1974. (ERIC Document Reproduction Service Number ED 098 423)

Backer, T. E. Client assessment: A manual for employment and training agencies (DLETA-20-06-78-44-1). Edward Glaser & Associates, Los Angeles, California, September, 1979. (NTIS Number PB-300 452)

Barabas, J., & Jayatilleke, R. Directory of information sources on the disadvantaged. New York, NY: Columbia University, 1972. (ERIC Document Reproduction Service Number ED 058 328)

Barret, N. S., & Morgenstern, R. D. Why do blacks and women have high unemployment rates? Journal of Human Resources, 1974, 9 (4), 452-464.

Barton, P. E., Bobrow, S. B., & Walsh, J. J. Industry/education community councils (NIE papers in education and work: Number 9). Washington, D.C.: The National Institute of Education (DHEW), 1977. (ERIC Document Reproduction Service Number ED 155 487)

Barton, P. E. & Frazer, B. S. Between two worlds: youth transition from school to work (Youth Knowledge Development Report 2.3). Washington, D.C. U.S. Government Printing Office, 1980.

Baum, J. F. An evaluation of a NAB-JOBS training program for disadvantaged workers (Doctoral dissertation, The University of Wisconsin - Madison, 1973). Dissertation Abstracts International, 1973, 34, 7389A. (University Microfilms Number 74-08, 990)

Becker, H. J. How young people find career-entry jobs: A review of the literature. Washington, D.C.: National Institute of Education, 1977. (ERIC Document Reproductions Service Number ED 160 821)

Becker, H. J. Personal networks of opportunity in obtaining jobs: Racial differences and effects of segregation. Paper presented at the Annual Meeting of the American Educational Research Association, San Francisco, California, April, 1979. (ERIC Document Reproduction Service Number ED 170 554)

Behymer, J. Heithoff, K. A. & Kirts, C. A. Resource directory for vocational professionals working with special needs students. Columbia, Missouri. University of Missouri, 1980

Bennett, J. G. Jr.. Disadvantaged and non-disadvantaged urban high school students perceptions of work within general merchandise retail department stores (Doctoral dissertation, The Ohio State University, 1969). Dissertation Abstracts International, 1969, 30, 4343A. (University Microfilms Number 70-06, 722)

Bernstein, B. H. A study of the work values of a group of disadvantaged high school boys in a co-operative education program (Doctoral dissertation, New York University, 1968). Dissertation Abstracts International, 1968, 29, 2512A. (University Microfilms Number 69-03, 158)

Berryman, S. E. Youth unemployment and career education: Reasonable expectation. Public Policy, 1978, 26 (1), 29-69.

Blaha, M. Planning and implementation of the transition to technology program (TTT) at Evergreen Valley College, San Jose, California. San Jose, California: Evergreen Valley College, 1979. (ERIC Document Reproduction Service Number ED 168 610)

BIBLIOGRAPHY CONTINUED

Blanc, D. V. Training manual: *Job and social skills. Vocational strategies for special needs students*. Boston, Massachusetts: Boston State College, 1976. (ERIC Document Reproduction Service Number ED 135 980)

Blumenstein, L. R. The effects of Singer's Job Survival Skills Program on the self-concept and work attitudes of disadvantaged females (Doctoral dissertation, Georgia State University, 1976). *Dissertation Abstracts International*, 1976, 37, 773A. (University Microfilms Number 76-16, 958)

Bonner, R. W. Consequences of a disadvantaged and minority oriented manpower training program (Doctoral dissertation, Michigan State University, 1977). *Dissertation Abstracts International*, 1977, 38, 3053A. (University Microfilms Number 77-25, 221)

Boss, R. *What school administrators should know about vocational education for disadvantaged youth in urban areas*. Columbus, Ohio: ERIC Clearinghouse on Vocational and Technical Education, 1971.

Bowers, N. Young and marginal: An overview of youth unemployment. In United States Department of Labor, *Young workers and their families*: *A special section* (Special Labor Force Report Number 233). Washington, D.C.: U.S. Government Printing Office, 1979.

Bullock, R. (Ed.). *Minorities in the labor market*: *Proceedings of a conference*. Los Angeles, California: University of California at Los Angeles, 1978.

Byus, R. F. *Competencies common to all occupations*. *A teacher's guide*. Wheeling, West Virginia: Ohio County Board of Education, 1979. (ERIC Document Reproduction Service Number ED 176 074)

Byus, R. F., Kesler, K. J., McDaniel, C. W., Naymick, L. C., Quigley, R. L., Ruminski, S., Dillon, W., Harrington, F., & Davis, E. *Competencies common to all occupations*: *Student manual*. Wheeling, West Virginia: Ohio County Board of Education, 1979. (ERIC Document Reproduction Service Number ED 176 073)

California State Department of Education. *Sources of information on career education*: *An annotated bibliography*. Sacramento, California: Author, 1975. (ERIC Document Reproduction Service Number 114 542)

Calkin, A. & Pellant, W. *Instructional materials and occupational and personal guidance*: *A revised catalog of materials included in traveling package number 1*. Eugene, Oregon. Oregon University, 1972. (ERIC Document Reproduction Service Number ED 072 585)

Career Education Task Force. *Career Education Mierofiche Collection Catalog*. Sacramento, California: Author, 1975. ERIC Document Reproduction Service Number 117 390)

Carr, T. J. *A comparative study of the duration of unemployment of young and middle-aged men*. Columbus, Ohio: The Ohio State University, Center for Human Resource Research, 1979. (ERIC Document Reproduction Service Number ED 174 701)

Carter, J. Youth education and employment programs: Remarks announcing a new initiative, January 10, 1980. *Weekly Compilation of Presidential Documents*, 1980, *16* (2), 52-56

Chambers, L.Th*e challenge of youth employment in urban areas*. Columbus, Ohio: The Ohio State University, National Center for Research in Vocational Education, 1978. (ERIC Document Reproduction Service Number ED 156 914)

Chicago Board of Education. *Career development for the upper grades*. Chicago, IL: Author, 1974. (ERIC Document Reproduction Service Number ED 105 221)

Columbo, J. C., Gershon, T. J., & Sarandoulias, L. *Guidelines for employment orientation programs for special needs students*: *A broad basic curriculum*. New Brunswick, New Jersey: State of New Jersey, Department of Education, Division of Vocational Education, 1973. (ERIC Document Reproduction Service Number ED 109 835)

Commission for Racial Equality. *Looking for work*: *Black and white school leavers in Lewisham*. London, England: Author, 1978. (ERIC Document Reproduction Service Number ED 182 357)

Congress of the United States, Joint Economic Committee. *Youth unemployment*. Washington, D.C.: Washington, D.C.: U.S. Government Printing Office, 1976. (ERIC Document Reproduction Service Number ED 139 913)

BIBLIOGRAPHY CONTINUED

Congress of the United States, Committee on Education and Labor. *Problems of youth unemployment*. Washington, D.C.: U.S. Government Printing Office, 1980.

Congress of the United States, House Committee on Education and Labor. *Compilation of selected legislation related to employment and training*. Washington, D.C.: Author, 1979. (ERIC Reproduction Service Number 174 813)

Coogan, J. P. Work experience career exploration program effect on 14 and 15-year-old disadvantaged New Jersey students as measured by the "Career Maturity Inventory" (Doctoral dissertation, Rutgers University The State University of New Jersey (New Brunswick), 1975). *Dissertation Abstracts International*, 1975, *36*, 6638A. (University Microfilms Number 76-08, 685)

Cook, I. D. *Resource materials in career/vocational education for the handicapped*. West Virginia, College of Graduate Studies, 1979

Cook, V. S. A comparision of work values of disadvantaged black males with work values of advantaged black males in an urban setting (Doctoral dissertation, The Catholic University of America, 1971). *Dissertation Abstracts International*, 1971, *32*, 1848A. (University Microfilms Number 71-23, 401)

Copperman, L. F. Local government and manpower programs for the disadvantaged: An evaluation of the Portland Concentrated Employment Program (Doctoral dissertation, Portland State University, 1976). *Dissertation Abstracts International*, 1976, *37*, 376A. (University Microfilms Number 77-14, 258)

Cox, W. K. Personality, intelligence, and work performance of disadvantaged adolescents (Doctoral dissertation, University of Missouri - Columbia, 1971). *Dissertation Abstracts International*, 1971 32, 4939A. (University Microfilms Number 72-10, 587)

Craig, A., Rankin, L., Sparks, M., Schrader, P., & Owens, G. *Orientation to the world of work: Handling your paycheck*. Lexington, Kentucky: University of Kentucky, 1974. (ERIC Document Reproduction Service Number ED 098 427)

Crow, L. D., Murray, W. I., & Smythe, H. H. *Educating the culturally disadvantaged child*. New York: David McKay Company, Inc., 1966.

Dade County Public Schools. *Employability skills for the vocational cooperative education student; cooperative business education 1*. Miami, Florida: Author, 1972. (ERIC Document Reproduction Service Number ED 097 474)

Davies, M. F. *Model for training the disadvantaged*. Washington, D.C.: Manpower Administration, Office of Policy, Evaluation and Research, 1973. (ERIC Document Reproduction Service Number ED 092 762)

Ehrooman, N. D., Hanel, J. F., & Robertson, B. V. *An inservice program for vocational teachers of the disadvantaged*. Bowling Green, Kentucky: Western Kentucky University, Center for Career and Vocational Teacher Education, 1976. (ERIC Document Reproduction Service Number ED 142 707)

Eigman, E. G. *Vocational programs in Indiana for the disadvantaged and handicapped. Technical report series, 2*. Bloomington, Indiana: Department of Vocational Education, 1977. (ERIC Document Reproduction Service Number ED 141 643)

Far West Laboratory for Research and Development. *Educational programs that work*. (7th ed.). San Francisco, California: Author, 1980

Foreman, R. L. Relationship of an early placement program to the transition from school to full-time employment. (Doctoral dissertation, The Ohio State University, 1973). *Dissertation Abstracts International*, 1973, *34*, 247A. (University Microfilms Number 73-26, 815)

Frank, M. W. Toward a Model system for the delivery of manpower services to the disadvantaged (Doctoral dissertation, Brandeis University, 1974). *Dissertation Abstracts International*, 1974, 35, 3117A. (University microfilms Number 74-24, 633)

Frazier, W. E. *Factors of aptitude and time related to acquisition of task skills by educationally disadvantaged students, final report*. Stillwater, Oklahoma: Oklahoma State University, College of Education, 1977. (ERIC Document Reproduction Service Number ED 145 120)

BIBLIOGRAPHY CONTINUED

Garbin, A. P., Salomone, J. J., Jackson, D. P., & Ballweg, J. A. Worker adjustment problems of youth in transition from high school to work (Research and Development Series Number 43). Columbus, Ohio: The Center for Vocational and Technical Education, The Ohio State University, 1970.

Garbin, S. P. Problems in the transition from high school to work as perceived by vocational educators (Research Series Number 20). Columbus, Ohio: Center for Vocational and Technical Education, The Ohio State University, 1967.

Gilsrud, R. D. Job satisfaction of formally disadvantaged students as a measure of accountability for Vocational Office Education Programs (Doctoral dissertation, The University of North Dakota, 1972). Dissertation Abstracts International, 1972, 33, 6803A. (University Microfilms Number 73-15, 928)

Glenn, L. M. Public service employment for the disadvantaged (Doctoral dissertation, The George Washington University, 1974). Dissertation Abstracts International, 1974, 35, 671A. (University Microfilms Number 74-17, 404)

Gold, G. G. Towards work-education collaboration: Revitalizing an american tradition. Washington, D.C.: Bureau of Occupational and Adult Education, 1979. (ERIC Document Reproduction Service Number ED 166 417)

Goodman, L. H. Current career and occupational literature 1977-1979. New York, N.Y.: The H. W. Wilson Company, 1980.

Granovetter, M. S. Getting a job: A study of contacts and careers. Cambridge: Harvard University Press, 1974.

Grasso, J. The contribution of vocational education, training, and work experience to the early career achievements of young men. Columbus, Ohio: The Ohio State University, Center for Human Resource Research, 1975.

Grasso, J., & Shea, J. R. Effects of vocational education programs: Research findings and issues. In H. David & G. Hendrickson (Eds.), The planning papers for the vocational education study (Publication No. 1). Washington, D.C.: U.S. Government Printing Office, 1979. (a)

Grasso, J., & Shea, J. R. Vocational education and training: Impact on youth. Berkeley, California: The Carnegie Foundation for the Advancement of Teaching, 1979. (b)

Griffith, W. D. A study of relationships between both selected student experiences and student experiences and student characteristics and an emperically derived criterion of successful transition from school to work (Doctoral dissertation, The University of Iowa, 1968). Dissertation Abstracts International, 1969, 29, 3831-A. (University Microfilms Number 69-8740)

Grove, G. W. Self concept, and its relationship to work values, attendance and sex role perceptions in economically disadvantaged youth (Doctoral dissertation, Florida State University, 1979). Dissertation Abstracts International, 1979, 40, 4895A. (University Microfilms Number 80-06, 265)

Haberman, D. G., Pycha, J. A. & Veline, M. Social skills development, a unit in career education for the Council Bluffs Community Schools. Iowa Council Bluffs Community School District, 1975. (ERIC Document Reproduction Service Number ED 096 474)

Hahn, A., & Friedman, B. The effectiveness of two job search assistance programs for disadvantaged youth. Waltham, Massachusetts: The Florence Heller Graduate School for Advanced Studies in Social Welfare, Brandeis University, 1981

Hamilton, J. A. How to get JDRP approval of career education activities. Washington, D.C.: U.S. Department of Education, U.S. Government Printing Office, 1980.

Hardin County Board of Education. Development and evaluation of a vocational experience curriculum for educable and disadvantaged students, final report. Elizabethtown, Kentucky: Author, 1976. (ERIC Document Reproduction Service Number ED 142 772)

Harrell, A. V., & Wirtz, P. A. Social and educational antecedents to youth unemployment. Washington, D.C.: George Washington University, Social Research Group, 1979. (ERIC Document Reproduction Service Number ED 177 326)

BIBLIOGRAPHY CONTINUED

Harris, M. S. The effects of work experience programs on disadvantaged ninth grade students in Corvallis, Oregon (Doctoral dissertation, Oregon State University, 1969). Dissertation Abstracts International, 1969, 30, 397A. (University Microfilms Number 69-16, 637)

Hart, G. (Ed.) School-to-work transition. Conference proceedings (Monash University, August 18-19, 1978). Clayton, Victoria (Australia): Monash University, 1978. (ERIC Document Reproduction Service Number ED 177 301)

Heck, E. J., & O'Neil, J. Job interview training manual. Lawrence, Kansas: Kansas University Counseling Center, 1976. (ERIC Document Reproduction Service Number ED 137 616)

Hendershot, C. H. Programmed learning and individually paced instruction bibliography (5th ed.) Volume 1. New York, N.Y.: Author, 1973

Hendershot, C. H. Programmed learning and individually paced instruction bibliography (5th ed.) Volume 2. New York, N.Y.: Author, 1973

Henke, R. O. An analysis of predictors of job training and job performance for a disadvantaged population of San Antonia, Texas (Doctoral dissertation, University of Northern Colorado, 1971). Dissertation Abstracts International, 1971, 32, 1999A. (University Microfilms Number 71-26, 819)

Herrnstadt, I. L., Horowitz, M. A., & Sum, A. Transition from school to work: The contribution of cooperative education programs at the secondary school level (DLETA-82-25-71-39-1). Department of Economics, Northeastern University, Boston, Massachusetts, August, 1979. (NTIS Number PB-299 589)

Hill, J., & Craig, A. Self-appraisal for employment: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1974. (ERIC Document Reproduction Service Number ED 098 426)

Hills, K. D. Review and analysis of sources of occupational information for career education. Columbus, Ohio: Ohio State University Center for Vocational and Technical Education, 1973. (ERIC Document Reproduction Service Number ED 079 482)

Hinder, R. L., Jr. Modeling plus behavior rehearsal as a job interview training procedure for the disadvantaged/disabled (Doctoral dissertation, University of Texas at Austin, 1976). Dissertation Abstracts International, 1976, 37, 4985A. (University Microfilms Number 77-03, 916)

Hittleman, D. R. A work-related functional literacy program. Final report. New York, N.Y.: Jobs for Youth, Inc., 1979. (ERIC Document Reproduction Service Number ED 182 449)

Hoffman, F. E., Greenfield, P. O., Bliss, C. A., Calker, L. J. & Tucker, T. S. Recommendations for adult career resources. Silver Spring, Maryland.: Applied Management Sciences Inc., 1974. (ERIC Document Reproduction Service Number ED 102 428)

Huber, J. Career education: Information resources, information series number 88. Columbus, Ohio.: Ohio State University, Center for Vocational and Technical Education, 1973. (ERIC Document Reproduction Service Number ED 085 567)

Huffman, H., Welter, C., & Peterson, M. Modifying disadvantaged students' perceptions of office work (Research and Development Series Number 51). Washington, D.C.: U.S. Government Printing Office, 1971.

Idaho State Board of Vocational Education. Special needs curriculum guide. Boise, Idaho: Author, 1975. (ERIC Document Reproduction Service Number ED 118 889)

James, J. L. Preparing for public service occupations: common care. Career education curriculum guide. Sacramento, California.: California State Department of Education, Division of Vocational Education, 1973. (ERIC Document Reproduction Service Number ED 079 547)

Johnson, J. L. Learning about job clusters: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1974. (ERIC Document Reproduction Service Number ED 098 429)

Johnson, J. M. A linkage model for youth school to work programs (Doctoral dissertation, University of Michigan, 1978). Dissertation Abstracts International, 1979, 39, 5843A-5844A. (University Microfilms Number 79-07, 1000)

BIBLIOGRAPHY CONTINUED

Johnston, J. & Bachman, J. G. *The transition from high school to work: The work attitudes and early occupational experiences of young men. A special report from the youth in transition project*. Washington, D.C.: Manpower Administration (Office of Research and Development), 1973. (ERIC Document Reproduction Service Number ED 085 512)

Karnes, M. R. *Alternative work experience programs. Final report.* Washington, D.C.: Bureau of Occupational and Adult Education, 1978. (ERIC Document Reproduction Service Number ED 171 970)

Kaufman, J. J., & Schaefer, C. J. *The preparation of youth for effective occupational utilization: The role of the secondary school in the preparation of youth for employment*. University Park, Pennsylvania: The Pennsylvania State University, 1967. (ERIC Document Reproduction Service Number ED 011 060)

Kimmel, K. S., Drier, H. N., Green, R. E., Gorman, A. M., & Cap, O. *Career guidance resources: A handbook of resource abstracts-Grades K-14*. Columbus, Ohio: The Center for Vocational Education, The Ohio State University, 1977. (ERIC Document Reproduction Service Number ED 142 752)

King, A. S. Managerial relations with disadvantaged work groups: Supervisory expectations of the underprivileged worker (Doctoral dissertation, Texas Tech University, 1970). *Dissertation Abstracts International*, 1970, *31*, 3671A. (University Microfilms Number 71-00, 535)

Koontz, R. G. *A classification scheme for career education resource materials*. Washington, D.C.: Department of HEW, Office of Education, Office of Career Education, 1975. (ERIC Document Reproduction Service Number ED 110 829)

Kosmo, S. J., Novak, J. L., & Hartz, J. D. *Orientation to the job placement process*. Madison, Wisconsin: Wisconsin Vocational Studies Center, University of Wisconsin-Madison, 1978. (ERIC Document Reproduction Service Number ED 174 806)

Kroll, A. M. Career education's impact on employability and unemployment: Expectations and realities. *Vocational Guidance Quarterly*, 1976, *24*, 209-218.

Kurren, O. A field theoretical approach to the study of health related behavior of socially disadvantaged youth (Doctoral dissertation, Brandeis University, 1967). *Dissertation Abstracts International*, 1967, *28*, 2781A. (University Microfilms Number 67-16, 563)

Lackey, L. L. *A program for improving the interpersonal competance of high school students, final report*. Alexandria, VA.: Human Resources Research Organization, 1974. (ERIC Document Reproduction Service Number ED 114 756)

Lakeshore Technical Institute and Sheboygan Public Schools. *K-14 Career education multi-media catalog*. Sheboygan, Wisconsin: Author, 1972. (ERIC Document Reproduction Service Number ED 075 639)

Lapinski, E. J. A study to identify and measure major problems encountered by youth making the transition from school to work as perceived by youths, parents, cooperative work experience coordinators and employers (Doctoral dissertation, The University of Connecticut, 1976). *Dissertation Abstracts International*, 1977, *37*, 907A. (University Microfilms Number 76-18, 993)

Larkin, T. Improving our rite of passage: Labor Department career information. *American Education*, 1975, *11*, 30-33.

Lee, S. L., Ray, E. M., Vetter, L., Murphy, L., & Sethney, B. J. *High school senior girls and the world of work: Occupational knowledge, attitudes, and plans* (Research and Development Series Number 42). Columbus, Ohio: The Center for Vocational and Technical Education, The Ohio State University, 1971.

Leep, J. L. An evaluation study of the Kansas 1972 summer work-study program for disadvantaged high school students (Doctoral dissertation, Kansas State University, 1973). *Dissertation Abstracts International*, 1973, *34*, 5820A. (University Microfilms Number 74-06, 630)

Lekachman, R. Unemployment in America. *New Society*, 1975. *32*, (655), 192-194

Lennon, T. C. *Guidance needs of special populations* (Information Series Number 145, National Center for Research in Vocational Education, The Ohio State University). Washington, D.C.: U.S. Government Printing Office, 1979.

BIBLIOGRAPHY CONTINUED

Leshner, I. A. A study of changes in aptitude, intelligence and interest test scores of disadvantaged youth in a school-work adjustment program (Doctoral dissertation, Temple University, 1975). Dissertation Abstracts International, 1975, 36, 3007B. (University Microfilms Number 75-28, 125)

Lipner, J. K. A comparison of five employment and training programs for employing the disadvantaged (Doctoral dissertation, Rutgers University, The State University of New Jersey (New Brunswick). 1977). Dissertation Abstracts International, 1977, 38, 3103A. (University Microfilms Number 77-24, 997)

London, C. Some youth career and employment considerations with implications for educational planning. Paper presented at the Annual Institute on Economic Issues for Teachers and Administrators, New York, July, 1979. (ERIC Document Reproduction Service Number ED 179 627)

Magisos, J. H. A model for acquisition and selection of career education instructional materials, final report. Newton, Massachusetts: New England Resource Center for Occupational Education; Columbus, Ohio. Ohio State University Center for Vocational and Technical Education, 1973. (ERIC Document Reproduction Service Number ED 098 385)

Maizels, J. Adolescent needs and the transition from school to work. New York, N.Y.: Oxford University Press, Inc., 1970.

Malheur Intermediate Education District. Methodology for the evaluation of career decision making skills in rural schools. Final Report. Vale, Oregon: Author, 1977. (ERIC Document Reproduction Service Number ED 145 139)

Mallory, A. E. Jr., & Holder, T. A comprehensive career development employability, vocational, and coping skills training program for YETP/SPEDY youth in the Genessee Intermediate School District. Executive summary. Final Report. Amherst, Massachusetts: Corkhuff Associates, Inc., 1978. (ERIC Document Reproduction Service Number ED 167 841)

Mangum, G., & Walsh, J. Employment and training programs for youth -- What works best for whom? (Youth Knowledge Development Report 2.2). Washington, D.C.: U.S. Government Printing Office, 1980.

Mangum, G. L. & Seninger, S. F. Coming of age in the ghetto: A dilema of youth unemployment. Baltimore, Maryland: The Johns Hopkins University Press, 1978.

Mangussen, O. Education and employment: The problems of early school leavers. Paris, France: Institute of Education, European Cultural Foundation, 1977. (ERIC Document Reproduction Number ED 171 595)

Margenau, E. A. The effect of a Job Corps rehabilitation program on the occupational aspirations of a group of disadvantaged youth (Doctoral dissertation, New York University, 1969). Dissertation Abstracts International, 1969, 31, 2259B. (University Microfilms Number 70-15, 969)

Masterson, A. C. Advantaged and disadvantaged rural high school girl's perceptions of office work (Doctoral dissertation, University of Northern Colorado, 1968). Dissertation Abstracts International, 1968, 30, 829A. (University Microfilms Number 69-05, 484)

Maxwell, D. K., Brown, A. J., & McCracken, D. J. Curriculum materials in career education for the disadvantaged. Columbus, Ohio: The Center for Vocational and Technical Education, The Ohio State University, 1973. (ERIC Document Reproduction Service Number ED 072 208)

Meers, G. D. Handbook of special vocational needs education. Rockville, Maryland: Aspen Systems Corporation, 1980.

McGough, R. L., III The relationship of self-concept, meaning and value of work of disadvantaged and non-disadvantaged eleventh-grade students (Doctoral dissertation, University of Missouri, 1977). Dissertation Abstracts International, 1977, 38, 4773A. (University Microfilms Number 77-31, 745)

Mellon, S. J., Jr. Instrumentality - expectancy theory of work motivation: A modification and empirical test of its implications for disadvantaged black females in job training programs (Doctoral dissertation, University of Houston, 1975). Dissertation Abstracts International, 1975, 36, 1490B. (University Microfilms Number 75-20, 690)

Messick, J. Preparing disadvantaged youth for work. Employment Service Review, 1966, 3 (3), 19-21.

Michie, J. Dominant factors influencing the employment success of a selected group of disadvantaged youth (Doctoral dissertation, University of California, Los Angeles, 1968). Dissertation Abstracts International, 1968, 28, 4825A. (University Microfilms Number 68-08, 779)

BIBLIOGRAPHY CONTINUED

Miller, M. L. Critical requirements for the socioeconomically disadvantaged employed in retail jobs in Columbus, Ohio (Doctoral dissertation, The Ohio State University, 1969). Dissertation Abstracts International, 1969, 31, 693A, (University Microfilms Number 70-14, 075)

Miller, P. Y., & Simon, W. Do youth really want to work: A comparison of the work values and job perceptions of younger and older men. Youth and Society, 1979, 10, (4), 379-404.

Minnesota University, College of Education. Suggested teaching - learning approaches for career development in the curriculum. Minneapolis, Minnesota: Author, 1968. (ERIC Document Reproduction Service Number ED 053 289)

Miranda, M. M. Vocational education: Predicting successful job placement among disadvantaged adult students (Doctoral dissertation, United States International University, 1977). Dissertation Abstracts International, 1977, 39, 5522B. (University Microfilms Number 79-09, 590)

Mitchell, A. M. Career development needs of seventeen year olds: How to improve career development programs Washington, D.C.: U.S. Government Printing Office, 1977.

Moody, F. B. A description of co-ed programs for disadvantaged persons in Pennsylvania. Harrisburg, Pennsylvania: Pennsylvania Department of Education, 1970.

Munger, S. J., Seiler, J. W., & Altman, J. W. Job counseling and placement for the use of basic skills. Volume 1: Techniques (DL-20-42-74-19-2). Synetics Corporation, July, 1977. (NTIS Number PB-271 702)

Munger, S. J., Seiler, J. W., & Altman, J. W. Job counseling and placement for the use of basic skills. Volume 2: Jobs (DL-20-42-74-19-3). Synetics Corporation, July, 1977. (NTIS Number PB-271 703)

Murphy, P. D. Teaching for employability. Fargo, North Dakoto.: North Dakota State University, Fargo College of Home Economics, 1972. (ERIC Document Reproduction Service Number ED 075 621)

Mushkin, S. J., & Nollen, S. D. (Eds.) Transition from school to work: An intercountry study. Washington, D. C.: National Center for Education Statistics, 1979. (ERIC Document Reproduction Service Number ED 178 734)

National Child Labor Committee. Rite of passage: The crisis of youth's transition from school to work. New York: Author, 1976.

National Commission for Manpower Policy. From school to work. Improving the transition. Washington, D.C.: Author, 1976. (Eric Document Reproduction Service Number ED 138 724)

National Council for the Social Studies Task Force on Work and Unemployment. Studies in public policy: Unemployment, a sourcebook. Washington, D.C.: Author, n.d.g.

National Institute of Education. Guidelines for assessment of sex bias and sex fairness in career interest inventories. Washington, D.C.: Author, 1974. (ERIC Document Reproduction Service Number ED 098 314)

Nordloh, M. J. Personal development: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1973. (ERIC Document Reproduction Service Number 098 430)

Northwest Regional Educational Lab. Adult career education counseling and guidance literature resource. Portland, Oregon: Author, 1974 (ERIC Document Reproduction Service Number ED 094 124)

Oaklief, C. Review and synthesis of research on vocational and technical education for the rural disadvantaged. Columbus, Ohio: ERIC Clearinghouse on Vocational and Technical Education, 1971.

Olson, L. A. Career exploration: Instructional materials, evaluative results and innovative programs. Huntington, West Virginia: Department of Vocational Technical Education 1972. (ERIC Document Reproduction Service Number ED 064 511)

Organization for Economic Cooperation and Development. Australia, Transition from school to work or further study. Reviews of national policies for education. Paris, France: Author, 1977. (ERIC Document Reproduction Service Number ED 146 389)

Organization for Economic Cooperation and Development. Entry of young people into working life: General Report. Paris, France: Auther, 1977. (ERIC Document Reproduction Service Number ED 145 075

BIBLIOGRAPHY CONTINUED

Organization for Economic Cooperation and Development. Youth unemployment: Inventory of measures concerning the employment and unemployment of youth, Volume 2. Washington, D.C.: Author, 1978

Osborn, W. C., Haggard, D. F., Boycan, G. G., Spangerberg, R. W., Engel, J. D., & Pratt, W. H. An instructional program for employability orientation. Alexandria, VA: Human Resources Research Organization, 1972. (ERIC Document Reproduction Service Number ED 064 491)

Osterman, P. The labor market for young men. Doctoral dissertation, Massachusetts Institute of Technology, 1976. (National Technical Information Service Accession Number PB 274305/AS)

Parsons, E. A., Hughes, J. H., & Rice, E. Assessment of need in programs of vocational education for the disadvantaged and handicapped. Chapel Hill, North Carolina: System Sciences, Inc., 1975. (ERIC Document Reproduction Service Number ED 136 022)

Pestle, R. A role model approach to job transition for disadvantaged cooperative home economics students. Final Report. Washington, D.C.: Office of Education, 1976. (ERIC Document Reproduction Service Number ED 131 321)

Pest, Marwich, Mitchell & Company. Instructional materials for career education, a search and assessment for the office of education. Washington, D.C.: Author, 1974. (ERIC Document Reproduction Service Number ED 090 441)

President's Science Advisory Committee. Youth: Transition to Adulthood. Washington, D.C.: U.S. Government Printing Office, 1973. (ERIC Document Reproduction Service Number ED 085 303)

Princeton University, Industrial Relations Section. The transition from school to work. Princeton, New Jersey: Author, 1968.

Pugh, H. W., Jr. The use of role theory in training the unemployed disadvantaged in job seeking skills: A group approach (Doctoral dissertation, United States International University, 1979). Dissertation Abstracts International, 1979, 40, 4902A. (University Microfilms Number 80-05, 198)

Rabinoff, A. R. The effect of modeling and instruction techniques, and their information content, on the acquisition of work appropriate behavior in disadvantaged populations (Dissertation Abstracts International, 1975, 36, 656A. (University Microfilms Number 76-08, 428)

Ratcliff, J. L. Job development: what it is and how to do it. A report of the national dissemination project for post-secondary education. Seattle, Washington: Washington State Board for Community College, Research and Planning Office, 1974. (ERIC Document Reproduction Service Number ED 092 186)

Reubens, B. Bridges to work: International comparison of transition services. Washington, D.C.: Employment and Training Administration, 1977. (ERIC Document Reproduction Service Number ED 143 853)

Reynolds, W. E., & Hart, L. M. A national annotated bibliography of curriculum materials in vocational and career education. Springfield, IL: State Board of Education and Rehabilitation, 1974. (ERIC Document Reproduction Service Number ED 090 442)

Richards, E. L. Perceptions of the preparation of youth for work: Report of a three-state survey. Washington, D.C.: National Institute of Education, 1980. (ERIC Document Reproduction Service Number ED 182 527)

Ritsema, A. H. Characteristics of disadvantaged volunteers and nonvolunteers for a federal youth work training program (Doctoral dissertation, Michigan State University, 1967). Dissertation Abstracts International, 1967, 28, 5156A. (University Microfilms Number 68-07, 953)

Robinson, O. W., & Schmitt, H. E. What school administrators should know about vocational education for disadvantaged youth in rural areas. Columbus, Ohio: ERIC Clearinghouse on Vocational and Technical Education, 1971.

Roby, W. R., & Juzwic, W. Developing and testing an instrument to assess performance skills that are important in a variety of occupations. Norwich, Connecticut: Norwich Board of Education, 1978. (ERIC Document Reproduction Service Number ED 177 329)

Rotter, J. B. Generalized expectancies for internal versus external. The role of work in our society: Orientation to the world of work. Washington, D.C.: Bureau of Occupational and Adult Education, 1974. (ERIC Document Reproduction Service Number ED 098 439)

BIBLIOGRAPHY CONTINUED

Rubinson, E. The effect of a positive evaluator bias on attitude and performance of unemployed, disadvantaged workers in a work evaluation setting (Doctoral dissertation, Temple University, 1971). *Dissertation Abstracts International*, 1971, *32* (4).

Sackrison, R. W., & Olson, L. R. *Annotated bibliography of commercially produced audio, printed, and visual careers education materials*. Huntington, West Virginia: Marshall University, Department of Occupational, Adult and Safety Education, 1975. (ERIC Document Reproduction Service Number ED 109 430)

Sasser, R. G. A study of employment barriers as they relate to disadvantaged trainees in a New Careers Program (Doctoral dissertation, University of Southern Mississippi, 1972). *Dissertation Abstracts International*, 1972, *33*, 4849A. (University Microfilms Number 73-05, 582)

Scott, J. L. The effects of a learning program on work habit skills and attitudes toward work (Doctoral dissertation, University of Missouri - Columbia, 1973). *Dissertation Abstracts International*, 1974, *34*, 7021A. (University Microfilms Number 74-9, 984)

Sheppard, N.A., Jones, G., & Jones, J. D. *The participation of minorities in vocational education, manpower and career oriented programs*: *Special focus on black americans*. Blacksburg, Virginia: Virginia Polytechnic Institute and State University, 1977. (ERIC Document Reproduction Service Number ED 141 641)

Sheppard, N. A., & Vaughn, D. L. *Guidelines for methods and techniques of teaching disadvantaged students*. Blacksburg,Virginia: Virginia Polytechnic Institute and State University, Division of Vocational Technical Education, 1977. (ERIC Document Reproduction Service Number ED 141 640)

Sidney, C. H., & Hall, L. *Bibliography on career education*. Washington, D.C.: Vocational, Technical, and Manpower Education, Division of Vocational Education, 1973. (ERIC Document Reproduction Service Number ED 079 554)

Slick, J. M. *Career bibliography, a guide to free and inexpensive occupational information*. University Park, PA: Pennsylvania State University, 1977. (ERIC Document Reproduction Service Number ED 140 065)

Smith, R. E., Vanski, J. E., & Holt, C. .C Recession and the employment disadvantaged and non-disadvantaged eleventh-grade and twelfth-grade disadvantaged and non-disadvantaged work experience students (Doctoral dissertation, Southern Illinois University at Carbondale, 1976). *Dissertation Abstracts International*, 1976, 37, 5784A. (University Microfilms Number 77-056, 259)

Snedeker, B. *Youth perspectives*: *The lives behind the statistics* (Youth Knowledge Development Report 2.10). Washington, D.C.: U.S. Government Printing Office, 1980.

Straussman, J. D. The reserve army of the unemployed. *In-school youth manpower*: *A guide to local strategies and methods. Final Report*. Lansing, Michigan: Author, 1973. (ERIC Document Reproduction Service Number ED 084 479)

Stitt, T., Ewing, N., Wood, E., Rereau, F. & Murray, M. C. *Assessment and program planning research component for model program to train unemployed youth and young adults in agricultural occupation areas*. Carbondale, IL: Southern Illinois University, 1980.

Sullivan, S. C., & Mealpine, J. C. *Job opportunity and career books for junior and senior high school libraries and guidance departments*. Washington, D.C.: Department of HEW, National Institute of Education, 1974. (ERIC Document Reproduction Service Number ED 101 247)

Snyder, J. *Bibliography on life/career planning*. Boone, North Carolina: Appalachian State University Center for Instructional Development, 1976. (ERIC Document Reproduction Service Number ED 135 975)

Tallmadge, G. K. *Ideabook*. Washington, D.C.: U.S. Government Printing Office, 1977.

Tindall, L. W., Gugerty, J. J., Strey, G., & Lambert, R. H. *A bibliography of materials for special needs education*. (4th ed.) Madison, Wisconsin: Wisconsin Vocational Studies Center, 1981.

Torrez, D. S. The effect of a vocational exploration group on vocational knowledge, attitudes and job search behaviors of male vs female high school students (Doctoral dissertation, University of Colorado at Boulder, 1976). *Dissertation Abstracts International*, 1977, 37, 5083A. (University Microfilms Number 77-03, 244)

BIBLIOGRAPHY CONTINUED

Tyson, K. L. Resource guide to selected materials for the vocational guidance of slow learners. Washington, D.C.: Department of HEW, U.S. Office of Education, 1968. (ERIC Document Reproduction Service Number ED 030 921)

United States Department of Health, Education, and Welfare. Resurge '79. Washington, D.C.: United States Government Printing Office, 1979

United States Department of Labor. Exploring Careers. Washington, D.C.: Author, 1979

United States Department of Labor. Guide for Occupational Exploration. Washington, D.C.: U.S. Government Printing Office, 1979.

United States Department of Labor, Employment and Training Administration. Youth unemployment--its measurement and meaning (Youth Knowledge Development Report 2.1). Washington, D.C.: U.S. Government Printing Office, 1980.

United States Department of Labor, Employment and Training Administration. Factbook on youth (Youth Knowledge Development Report 2.5). Washington, D.C.: U.S. Government Printing Office, 1980.

United States Department of Labor, Employment and Training Administration. School-to-work transition: Reviews and syntheses of the literature (Youth Knowledge Development Report 2.15). Washington, D.C.: U.S. Government Printing Office, 1980.

United States Department of Labor, Employment and Training Administration. Conference report on youth unemployment: Its measurement and meanings. Washington, D.C.: Author, 1978. (ERIC Document Reproduction Service Number ED 176 115)

United States Department of Labor, Employment and Training Administration. Youth: Seven programs dedicated to reducing unemployment among the nation's young people. Washington, D.C.: Author, 1979. (ERIC Document Reproduction Service Number ED 176 113)

United States Department of Labor, Employment and Training Administration. Employment and training report of the president. Washington, D.C.: U.S. Government Printing Office, 1979

United States Department of Labor, Employment and Training Administration. Summer program for economically disadvantaged youth (SPEDY) (Monographs of 1978). Washington, D.C.: U.S. Government Printing Office, 1978.

United States Department of Labor, Employment and Training Administration. From Learning to earning: A transnational comparison of transition services (R & D Monograph 63). Washington, D.C.: U.S. Government Printing Office, 1979.

United States Department of Labor, Employment and Training Administration. A review of youth employment problems, programs & policies. Washington, D.C.: U.S. Government Printing Office, 1980.

Walter, R. H. The measurement of work-relevant attitudes. Final Report. Washington, D.C.: Manpower Administration (Office of Research and Development), 1975. (ERIC Document Reproduction Service Number ED 117 515)

Walther, R. H. Analysis and synthesis of DOL experience in youth transition to work programs. Final Report. Alexandria, Virginia: Manpower Research Projects, Inc., 1976. (ERIC Document Reproduction Service Number ED 138 721)

Warren, M. A., Parker, H. J., & Whatley, A. E. Identification of concepts important for youth orientation to the world of work. Norman, Oklahoma: Oklahoma University, 1965. (ERIC Document Reproduction Service Number ED 033 103)

Wasil, R. A. Model for school pre-employment activities. Akron, Ohio: Summit County Board of Education, 1974. (ERIC Document Reproduction Service Number ED 106 476)

Webster, S. W. (Ed.) The disadvantaged learner. San Francisco, California: Chandler Publishing Company, 1966.

Wenig, R. E., & Wolansky, W. D. Review and synthesis of literature on job training in industry (Information Series Number 62). Columbus, Ohio: The Center for Vocational and Technical Education, The Ohio State University, 1972.

BIBLIOGRAPHY CONTINUED

Wentling, T. L, Jensen, T. A., Russo, R. P., & Peak, L. M. *Inservice for vocational instructors in serving special needs students*. Minneapolis, Minnesota: University of Minnesota. (ERIC Document Reproduction Service Number ED 165 391)

Wilder, D., Hines, R., & Sutton, S. *Annotated bibliography on career education, for secondary schools*. Knoxville, Tennessee: Tennessee Research Coordinating Unit for Vocational Education, 1973. (ERIC Document Reproduction Service Number ED 084 413)

Wills, J. *Youth unemployment*: *Implications for vocational education R & D* (Occasional Paper Number 32). Columbus, Ohio: The Ohio State University, National Center for Research in Vocational Education, 1977. (ERIC Document Reproduction Service Number ED 147 636)

Wircenski, J. L. *Handbook for identification and assessment of disadvantaged learners*. University Park, PA: Division of Occupational and Vocational Studies, The Pennsylvania State University, nd.

Wircenski, J. L. *Exemplary programs for the disadvantaged*: *A report of a national study*. University Park, Pennsylvania: The Pennsylvania State University, 1978.

Wirtz, W. *Public law 94-142*: *The Education For All Handicapped Children Act*. *An overview of the federal law*. Paper presented at the Annual Meeting of the Association for Supervision and Curriculum Development, Houston, March 19-23, 1977. (ERIC Document Reproduction Service Number ED 140 554)

Wynn, G. A., & Ransom, R. M. *The development of an innovative strategy for coping with the transition from school to work*: Implications for high school students. Columbus, Ohio: Ohio State University. Center for Vocational Education, 1977. (ERIC Document Reproduction Service Number ED 138 799)

York, E. *Senior high learning resources for education*. Edison, N.J.: New Jersey Occupational Resource Center, 1973. (ERIC Document Reproduction Service Number ED 080 711)

APPENDIX A

NATIONAL DIFFUSION NETWORK (NDN) FACILITATORS

Alabama

R. Meade Guy
Alabama Facilitator Project
Alabama Information and Development
System (AIDS)
Alabama Department of Education
Room 347, State Office Building
Montgomery, Alabama 36130
(205) 832-3138

Alaska

J. Kelly Tonsmeire
Alaska State Facilitator Project
Alaska Department of Education
Pouch F, State Office Building
Juneau, Alaska 99811
(907) 465-2814 or 2815

Arizona

L. Leon Webb
Arizona State Facilitator
Educational Diffusion Systems, Inc.
161 East First Street
Mesa, Arizona 85201
(602) 969-4880

Arkansas

Emil R. Mackey
Arkansas State Facilitator Project
Arkansas Department of Education
Communication and
Dissemination Division
State Capitol Mall
Little Rock, Arkansas 72201
(501) 370-5038

Regional Facilitators

Mary B. Gunter
Arkansas State Facilitator
Region I
Boston Mount Cooperation
P. O. Drawer 248
Prairie Grove, Arkansas 72753
(501) 846-2206

Ora Stevens
Arkansas State Facilitator
Region II
Marianna School District
P. O. Box 309
Marianna, Arkansas 72360
(501) 295-5291

California

Ira Barkman or Ginna Lurton
California State Facilitator
State Department of Education
Exemplary Program Replication Unit
721 Capitol Mall
Sacramento, California 95814
(916) 322-6797

Colorado

Duane C. Webb
Colorado State Facilitator
830 South Lincoln
Longmont, Colorado 80501
(303) 772-4420 or 442-2197

Connecticut

Carolyn McNally
Connecticut Facilitator Project
Area Cooperative Educational Service
800 Dixwell Avenue
New Haven, Connecticut 06511
(203)562-9967

Delaware

Peter Bachmann or Wilmer E. Wise
Delaware Facilitator Project
Planning, Research & Evaluation Division
State Department of Public Instruction
John G. Townsend Building
P. O. Box 1402
Dover, Delaware 19901
(302) 736-4583

District of Columbia

Susan Williams
District Facilitator Project
Jackson School
31st and R Streets, N.W.
Washington, DC 20007
(202) 544-5822 or 298-9030

Florida

G. Michael Kuhn
State Facilitator for the Department
of Education
Knott Building
Tallahassee, Florida 32301
(904) 487-1078

Georgia

India Lynn King or Mary Allison
Georgia Facilitator Center
226 Fain Hall
University of Georgia
Athens, Georgia 30602
(404) 542-3332

Hawaii

Kellett Min
Hawaii State Facilitator
Hawaii State Department of Education
P. O. Box 2360
Honolulu, Hawaii 96804
(808) 548-3425

Idaho

Ted L. Lindley
Idaho State Facilitator
Idaho State Department of Education
Len B. Jordan Office Building
Boise, Idaho 83720
(208) 334-2189

Illinois

Shirley M. Menendez
Illinois Statewide Facilitator
1105 East Fifth Street
Metropolis, Illinois 62960
(618) 524-2664

Indiana

Ted F. Newell
Indiana Facilitator Center
Logansport Community School Corp.
2829 George Street
Logansport, Indiana 46947
(219) 722-1754

Iowa

David C. Lidstrom
Iowa State Facilitator
Iowa Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319
(515) 281-3111

Kansas

James H. Connett
Kansas State Facilitator Project
KEDDS/LINK
1847 N. Chautaugua
Wichita, Kansas 67214
(316) 685-0271

Kentucky

John C. Padgett
Kentucky State Facilitator
State Department of Education
Capitol Plaza Tower Office Building
Frankfort, Kentucky 40601
(502) 564-4394

Louisiana

James R. Owens, Jr.
The Louisiana Facilitator Project
Louisiana State Department of Education
ESEA Title IV Bureau Office
P. O. Box 44064
Baton Rouge, Louisiana 70804
(504) 342-3375

Maine

Robert G. Shafto
Maine Facilitator Center
P. O. Box 1391
Gardiner, Maine 04345
(207) 582-7211 or 7212

Maryland

Raymond H. Hartjen
Maryland Facilitator Project/Educational Alternative Inc.
P. O. Box 265
Port Tobacco, Maryland 20677
(301) 934-2992

Massachusetts

John Collins
Massachusetts State Facilitator
The NETWORK, Inc.
290 South Main Street
Andover, Massachusetts 01810
(617) 470-1080

Michigan

Deborah Clemmons
Michigan State Facilitator
Michigan Department of Education
P. O. Box 30008
Lansing, Michigan 48909
(517) 373-1806

Regional Supplemental Centers

William Banach
Educational and Management Improvement Center
44001 Garfield Road
Mt. Clemens, Michigan 48043
(313) 286-8800

Ron Berg
Cheboygan-Otsego-Presque Isle ISD
Basic Regional Supplemental Center
6065 Learning Lane
Indiana River, Michigan 49749
(616) 238-9394

Richard D. Anderle
Kent Intermediate School District
Region 8 Supplemental Center
2650 East Beltline, S.E.
Grand Rapids, Michigan 49506
(616) 957-0250

Roy Butz
Oakland Intermediate School District
2100 Pontiac Lake Road
Pontiac, Michigan 48054
(313) 858-1940

Gerry Geik
Kalamazoo Valley Intermediate School District
Region 12 Supplemental Center
1819 E. Milham Road
Kalamazoo, Michigan 49002
(616) 381-4620 ext. 247

Bobbie Ann Robinson
Saginaw Intermediate School District
MERC (Mid-Eastern Regional Consortium)
6235 Gratiot Road
Saginaw, Michigan 48603
(517) 799-9071

Regional Supplemental Centers

Polly Friend
Marquette-Alger Intermediate School District
Lighthouse Schools
427 W. College Avenue
Marquette, Michigan 49855
(906) 228-9400

Olga Moir
Wayne County Intermediate School District
Project VALUE
33500 Van Born Road
Wayne, Michigan 48184
(313) 326-9300

Shirley Rappaport
Bay-Arenac Intermediate School District
Region 6 Supplemental Center
4228 Two Mile Road
Bay City, Michigan 48706
(517) 686-4410

Sylvia Ruscett
Ottawa Intermediate School District
13565 Port Sheldon Road
Holland, Michigan 49423
(616) 399-6940 ext. 359

Minnesota

Gene Johnson or James Christianson
Northern and Central Minnesota State Facilitator Project
Educational Cooperative Service Unit 5
102 N.E. Sixth Street
Staples, Minnesota 56479
(218) 894-1930

Diane Lassman
Southeast Minnesota Facilitator Project
The EXCHANGE
166 Peik Hall
University of Minnesota
Minneapolis, Minnesota 55455

Richard L. Peterson
State Facilitator Project
ESCU Office
Southwest State University
Marshall, Minnesota 56258
(507) 537-1481

Mississippi

Jerome P. Brock
Mississippi Facilitator Project
Bankers Trust Plaza Building, Suite 1112
P. O. Box 1801
Jackson, Mississippi 39205
(601) 948-1210

Missouri

Jolene Schulz, Director
Missouri State Facilitator Center
310 North Providence Road
Columbia, Missouri 65201
(314) 443-2561 ext. 218/238 or 449-8622

Montana

William E. Connett or Wayne Pyron
Montana State Facilitator Project
Office of Public Instruction
State Capitol
Helena, Montana 59601
(406) 449-3693

Regional Facilitators

Cliff Harmala
Montana Regional Facilitator
1011 N. River Avenue
Glendive, Montana 59240
(406) 365-4422 or 449-5643

Jim Palmer
Montana Regional Facilitator
P. O. Box 3836
Missoula, Montana 59806
(406) 251-4923

Jim Watkins
Montana Regional Facilitator
1325 Fourth Avenue North
Great Falls, Montana 59401
(406) 761-4144

Nebraska

Mary Lou Palmer
Nebraska State Facilitator Project
Nebraska State Department of Education
301 Centennial Mall
P. O. Box 94987
Lincoln, Nebraska 68509
(402) 471-2637

Nevada

Victor Hyden
Nevada State Facilitator Project
Nevada Department of Education
400 West King Street
Capitol Complex
Carson City, Nevada 89710
(702) 885-5700

New Hampshire

Jared Shady
New Hampshire Facilitator Center
80 South Main Street
Concord, New Hampshire 03301
(603) 224-9451

New Jersey

Joseph Picogna
New Jersey State Facilitator Project
Title IV Director
New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625
(609) 292-5792 or 8736

New Mexico

Amy Atkins, Director, or
Susan Carter, Assistant Director
DEEP: Diffusing Exemplary Educational Practices in New Mexico
Department of Educational Foundations
College of Education
University of New Mexico
Albuquerque, New Mexico 87131
(505) 277-5204

New York

Robert N. King or Samuel Corsi, Jr.
New York State Facilitator Project
Office of Federal Demonstration Programs
Educational Building Annex, Room 860
New York State Education Department
Albany, New York 12234
(518) 474-1280

Regional Facilitators

John T. Donovan
OEP Representative
410 East Willow Street
Syracuse, New York 13203
(315) 425-4284

Grace Fairlie
Supervisor of Curriculum Development
756 St. Lawrence Avenue
Buffalo, New York 14216
(716) 833-5865

Evelyn Jones
Office of Special Projects
347 Baltic Street
Brooklyn, New York 11201
(212) 624-2273

Eleanor Peck
Program Analyst
City School District
Office of Urban Funded Programs
131 West Broad Street
Rochester, New York 14608
(716) 325-4560

Robert Raub
Madison-Oneida BOCES
Spring Road
Verona, New York 13478
(315) 363-8000

Richard Solomon
555 Warren Road
Ithaca, New York 14850
(607) 257-1555

Arthur Sullivan
Suffolk County BOCES III
507 Deer Park Road
Dix Hills, New York 11746
(516) 549-4900

Frank Thompson
Project Director
ECOS Training Institute
Box 369
Yorktown Heights, New York 10598
(914) 245-6919

Regional Facilitators

Charles Weed
Regional Planning Center
1015 Watervliet-Shaker Road
Albany, New York 12205
(518) 456-9281

North Carolina

Henry A. Helms, Jr.
Division of Development of Public Instruction
Education Annex #1
Raleigh, North Carolina 27611
(919) 7[illegible]3-7018

Regional Facilitators

Glen Arrants
North Carolina Facilitator Center
Paton School
102 Old Clyde Road
Canton, North Carolina 28716
(704) 648-6960 ext. 31

Richard Barnes
North Central Regional Education Center
P. O. Box 21889
Greensboro, North Carolina 27402
(919) 379-5764

Maxine Brown
Northeast Regional Education Center
Box 1028
Williamston, North Carolina 27892
(919) 792-5166

Robert R. Byrd
North Carolina Facilitator Service
Southwest Site
619 Wall Street
Albemarle, North Carolina 28001
(704) 983-2127

Brenda Dail
Central Regional Education Center
Box 549
Knightdale, North Carolina 27545
(919) 266-9282

Josephine Spaulding
South Central Regional Center
P. O. Box 786
Carthage, North Carolina 28327
(919) 947-5871

Joe Webb
Southeast Regional Facilitator Service
Education Center, Room 200
612 College Street
Jacksonville, North Carolina 28540

James Sineon
Northwest Regional Center
303 "E" Street
North Wilkesboro, North Carolina 28659
(919) 667-2191

North Dakota

Hank Landeis
North Dakota State Facilitator
Department of Public Instruction
State Capitol
Bismarck, North Dakota 58505
(701) 224-2293

Ohio

Gordon Behm
Ohio Facilitation Center
The Ohio Department of Education
Division of Planning and Evaluation
65 South Front Street, Room 804
Columbus, Ohio 43215
(614) 466-3825

Oklahoma

Kenneth Smith
Oklahoma Statewide Facilitator Project
Edmond Public Schools
1216 South Rankin
Edmond, Oklahoma 73034
(405) 341-2246

Oregon

Dick Pedee
Oregon State Facilitator
Multnomah County Education Service
District
220 S.E. 102nd Avenue
Portland, Oregon 97216
(503) 254-9925

Pennsylvania

Richard Brickley or Carolyn Trohoski
R.I.S.E. - Pennsylvania State
Facilitator
198 Allendale Road
King of Prussia, Pennsylvania 19406
(215) 265-6056

Rhode Island

George McDonough
State Facilitator Center - R.I.S.F.C.
CIC Building
235 Promenade Street
Providence, Rhode Island 02908
(401) 277-3840 or 3841

South Carolina

James R. Buckner or Sharon Ray
South Carolina Facilitator Project
South Carolina State Department of
Education
Office of Federal Programs
1429 Senate Street
Columbia, South Carolina 29201
(803) 758-3526

South Dakota

Gene K. Dickson
South Dakota State Facilitator
South Dakota Division of Elementary
and Secondary Education
Richard F. Kneip Building
Pierre, South Dakota 57501
(605) 733-3395

Tennessee

Martin McConnell or Charles M. Achilles
Tennessee Statewide Facilitator Project (TSF)
College of Education/BERS
2046 Terrace Avenue
University of Tennessee
Knoxville, Tennessee 37916
(615) 974-4165 or 2272

Texas

William Scanell
Texas Education Agency
201 East 11th Street
Austin, Texas 78701
(512) 475-5601

Robert Reeves
Region I Education Service Center
Diffusion Project
1900 West Schunior
Edinburg, Texas 78539
(512) 383-5611

Madalyn Cooke
Region II Education Service Center
209 North Water
Corpus Christi, Texas 78401
(512) 883-9288

Bill Powell
Region III Education Service Center
1905 Leary Lane
Victoria, Texas 77901
(512) 575-1471

Charlie Henderson
Region IV Education Service Center
P. O. Box 863
Houston, Texas 77001
(713) 868-1051

Edith Peacock
Region V Education Service Center
2295 Delaware Street
Beaumont, Texas 77703
(713) 835-5212

Everett Youngblood
Region VI Education Service Center
3332 Montgomery Road
Huntsville, Texas 77340
(713) 295-9161

Texas

Mike Owens
Region VII Education Service Center
P. O. Drawer 1622
Kilgore, Texas 75662
(214) 984-3071

Leroy Hendricks
Region VIII Education Service Center
100 North Riddle Street
Mt. Pleasant, Texas 75455

Art Phillips
Region IX Education Service Center
301 Loop 11
Wichita Falls, Texas 76305
(817) 322-6928

Region X Education Service Center
400 East Spring Valley Road
P. O. Box 1300
Richardson, Texas 75080
(214) 231-6301

Mary F. Hull
Region XI Education Service Center
3001 North Freeway
Fort Worth, Texas 76106
(817) 756-7494

Rosemary Richards
Region XII Education Service Center
401 Franklin
Waco, Texas 76703
(817) 756-7494

Carrie Heim
Region XIII Education Service Center
7703 North Lamar
Austin, Texas 78752
(512) 458-9131

Robert E. Maniss
Region XIV Education Service Center
P. O. Box 3258
Abilene, Texas 79604
(915) 677-2911

Nancy Lowe
Region XV Education Service Center
P. O. Box 5199
San Angelo, Texas 76902
(915) 655-6551

Jack Shelton
Region XVI Education Service Center
1601 South Cleveland
P. O. Box 30600
Amarillo, Texas 79120
(806) 376-5521

Travis Brown
Region XVII Education Service Center
4000 22nd Place
Lubbock, Texas 79410
(806) 763-4127

Bill Whitfield
Region XVIII Education Service Center
P. O. Box 6020
Midland, Texas 79701
(915) 563-2380

Texas

State Facilitator
Region XIX Education Service Center
P. O. Box 10716
El Paso, Texas 79997
(915) 799-3737

Betty Child
Region XX Education Service Center
1550 N.E. Loop 410
San Antonio, Texas 78209
(512) 828-3551

Utah

Kenneth P. Lindsay
Utah State Facilitator Project
Utah State Office of Education
250 East Fifth South
Salt Lake City, Utah 84111
(801) 533-5431

Vermont

Joseph M. O'Brien
Vermont State Facilitator
Bennington-Rutland Supervisory Union
Manchester Center, Vermont 05255
(802) 362-2452

Virginia

J. B. Linder, Jr. or Robert Foster
Virginia State Facilitator
Educational Services, Inc.
P. O. Box 562
Richmond, Virginia 23204
(803) 536-5932 or
(804) 732-3584

Washington

Keith Wright
Washington State Facilitator
Yakima Public Schools
104 North Fourth Avenue
Yakima, Washington 98902
(509) 575-3234

West Virginia

Kenny J. Smith
West Virginia State Facilitator
P. O. Box 1907
Elkins, West Virginia 26241
(304) 636-6918

Wisconsin

George R. Glasrud
Wisconsin State Facilitator
Department of Public Instruction
Instructional Services Division
125 South Webster
Madison, Wisconsin 53702
(608) 266-2101

Virgin Islands

Phyllis Betz
Virgin Islands State Facilitator
Virgin Islands Department of Education
P. O. Box 630
St. Thomas, Virgin Islands 00801
(809) 774-0807

APPENDIX B

PUBLISHERS

ABT Publications
55 Wheeler Street
Cambridge, MA 02138

Allied Education Council
P. O. Box 78
Galien, MI 49113

American Learning Systems
Box 2173
Columbus, GA 31999

Appalachia Educational Laboratory Inc.
1031 Quarrier Street
P. O. Box 1348
Charleston, WV 25325

Arco Publishing Inc.
219 Park Avenue South
New York, NY 10003

Basic Books Inc.
10 East 53rd Street
New York, NY 10022

Bennett Publishing Company
809 W. Detweiller Dr.
Dept. E81
Peoria, IL 61615

Bergwall Productions Inc.
839 Stewart Avenue
Garden City, NY 11530

Blaine Ethridge - Books
13977 Penrod Street
Detroit, MI 48223

Bowman/Noble Publishers Inc.
4563 Colorado Boulevard
Los Angeles, CA 90030

Butterick Publishing
P. O. Box 1945
Altoona, PA 16603

Cambridge, The Basic Skills Company
A New York Times Company
888 Seventh Avenue
New York, NY 10019

Career Aids Inc.
8950 Lurline Avenue
Chatsworth, CA 91311

Careers, Incorporated
Box 135
1211 10th Street, S.W.
Largo, FL 33540

Cebco Standard Publishing
9 Kulick Road
Fairfield, NJ 07006

Center for Occupational Curriculum Development
P. O. Box 7218
The University of Texas at Austin
Austin, TX 78712

Channing L. Bete Co., Inc.
200 State Road
South Deerfield, MA 01373
(413) 665-7611

Chronicle Guidance Publications Inc.
Moraula, NY 13118
(315) 497-0330

Clark Publishing Company
c/o The Caxton Printers, Ltd.
P. O. Box 700
Caldwell, ID 83605
(208) 459-7421

Cole Supply
P. O. Box 1717
Pasadena, TX 77501
(713) 944-2345

Computer Science Press Inc.
11 Taft Court
Rockville, MD 20850

Coordinated Occupational Information
Network Inc.
223 N. Prospect
Bowling Green, OH 43402
(419) 352-8431

Consulting Psychologists Press Inc.
577 College Avenue
Palo Alto, CA 94306

Contemporary Books Inc.
180 North Michigan Avenue
Chicago, IL 60601

Crown Publishers Inc.
One Park Avenue
New York, NY 10016

Current Publications
World Trade Academy Press Inc.
50 East 42nd Street
New York NY 10017
(212) 697-4999

Curriculum Innovations Inc.
P. O. Box 310
Highwood, IL 60040

Curriculum Publications Clearinghouse
Western Illinois University
76B Horrabin Hall
Macomb, IL 61455

PUBLISHERS CONTINUED

DCA Educational Products
424 Valley Road
Warrington, PA 18976

Delmar Publishers
50 Wolf Road
Albany, NY 12205

Developmental Learning Materials
P. O. Box 4000
One DLM Park
Allen, TX 75002

Early Winters, LTD
110 Prefontaine Place South
Seattle, WA 98104

Edu Systems Inc.
1007 Whitehead Road Ext.
Trenton, NJ 08638

Educational Activities Inc.
1937 Grand Avenue
Baldwin, NY 11510

Educational Activities Inc.
P. O. Box 392
Freeport, NY 11520

Educational Design Inc.
47 West 13th Street
New York, NY 10011

Educators Publishing Service Inc.
75 Moulton Street
Cambridge, MA 02238

Educon Inc.
A Subsidiary of Assessment Design Inc.
601 N. Ferncreek Avenue
Orlando, FL 32803

E & L Instruments Incorporated
61 First Street
Derby, CT 06418

EMC Publishing
Changing Times Education Service
180 East Sixth Street
St. Paul, MN 55101

Encyclopedia Britannica
Educational Corporation
425 North Michigan Avenue
Chicago, IL 60611

Eye Gate Media
146-01 Archer Avenue
Jamaica, NY 11435

Follett Publishing Company
Dept. DM, 1010 W. Washington Blvd.
Chicago, IL 60607

Frank E. Richards Publishing Co., Inc.
P. O. Box 66
Phoenix, NY 13135

F. W. Faxon Company Inc.
Publishing Division
15 Southwest Park
Westwood, MA 02090

Gamco Industries Inc.
Subsidary of Silrney Corp.
Box 1862B
Big Spring, TX 79720

Garrard Publishing Company
Champaign, IL 61820

Glencoe Publishing Co., Inc.
17337 Ventura Boulevard
Encino, CA 91316

Globe Book Company Inc.
50 West 23rd Street
New York, NY 10010

Hands & Mind
181 Main Street
Norwalk, CT 06851
(203) 846-3435

Harcourt Brace Jovanovich Inc.
College Department
757 Third Avenue
New York, NY 10017

Hayes School Publishing Co., Inc.
321 Pennwood Avenue
Wilkinsburg, PA 15221

Health Education Aids
8 South Lake View Drive
Gooddard, KS 67052

Heath/Zenith Educational Systems
Benton Harbor, MI 49022

H. C. Johnson Press Inc.
Vocational Education Division
P. O. Box 5566 - 2801 Eastrock Drive
Rockford, IL 61125

HMS Publications
P. O. Box 5809
Santa Barbara, CA 93108

Houghton Mifflin Company
Pennington-Hopewell Road
Hopewell, NJ 08525

Human Development Training Institute
1727 Fifth Avenue
San Diego, CA 92101

PUBLISHERS CONTINUED

Ideal School Supply Company
11000 South Lavergne Avenue
Oak Lawn, IL 60453
(312) 425-0800

Individualized Instruction Incorporated
A Division of The Economy Company
P. O. Box 25308, 1901 North Walnut
Oklahoma City, OK 73125
(405) 528-8444

P. O. Box 68502, 5455 West 84th Street
Indianapolis, IN 46268
(317) 299-7020

Instructional Materials Laboratory
University of Missouri - Columbia
10 Industrial Education Building
Columbia, MO 65211

Janus Book Publishers
2501 Industrial Pkwy. W., Dept. B
Hayward, CA 94545
(800) 227-2375

Jastak Associates Inc.
1526 Jilpin Avenue
Wilmington, DE 19806

J. C. Penney Company Inc.
1301 Avenue of the Americas
New York, NY 10019

John Wiley & Sons Inc. Publishers
605 Third Avenue
New York, NY 10016

John Wiley & Sons Inc.
Western Distribution Center
1530 South Redwood Road
Salt Lake City, UT 84101
(801) 972-5828

J. Weston Walch, Publisher
Box 658
Portland, ME 04104

Ken Cook Education Systems
12855 W. Silver Spring Dr.
P. O. Box 207
Butler, WI 53007
(414) 466-6060

King Features
235 East 45th Street
New York, NY 10017
(212) 682-5600

La Belle Industries
500 South Worthington St.
Oconomowoc, WI 53066

Lawson Book Company
9488 Sara Street
Elk Grove, CA 95624

Mafex Associates Inc
90 Cherry Street, Box 519
Johnstown, PA 15907

Math House/Division of Mosaic Media Inc.
526 N. Main Street
P. O. Box 711
Glen Ellyn, IL 60137

Media Systems Corporation
A Subsidiary of Horcourt Brace Jovanovich Inc.
757 Third Avenue
New York, NY 10017

McKnight Publishing Company
Box 2854
Bloomington, IL 61701
(309) 663-1341

Mid-America Vocational Curriculum Consortium
1515 West Sixth Avenue
Stillwater, OK 74074

Midwest Publications Co., Inc.
P. O. Box 448
Pacific Grove, CA 93950

Milady Publishing Corporation
3839 White Plains Road
Bronx, NY 10407

Milliken Publishing Company
1100 Research blvd.
St. Louis, MO 63132

Mind
181 Main Street
Norwalk, CT 06851
(203) 846-3435

Morrow Quill Paperbacks
William Morrow & Co., Inc.
105 Madison Avenue
New York, NY 10016

Motivation Development Inc.
P. O. Box 427
Bishop, CA 93514

National Alliance of Business
261 Madison Avenue
New York, NY 10016

National Career Consultants Inc.
1300 E. Arapaho Road
Richardson, TX 75081

National Educational Media Inc.
15760 Ventura Boulevard
Encino, CA 91436
(213) 990-2125

National Instructional Systems Inc.
P. O. Box 1177
Huntington Beach, CA 92647

PUBLISHERS CONTINUED

National Learning Productions Inc.
505 Sixth Avenue
P. O. Box 246
St. Albans, WV 25177
(304) 722-2904

National Scholarship Trust Fund
Graphic Arts Technical Center
4615 Forbes Avenue
Pittsburgh, PA 15213

New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers - The State University Building 4103
Kilmer Campus
New Brunswick, NJ 08903

New Readers Press
Division of Lauback Literacy International
Box 131
Syracuse, NY 13210

Occupational Curriculum Laboratory
East Texas State University
Commerce, TX 75428

Ohio Distributive Education Materials Lab
The Ohio State University
123 Townsend Hall
1885 Neil Avenue
Columbus, OH 43210
(614) 422-5001

Olympus Publishing Company
1670 East Thirteenth South
Salt Lake City, UT 84105
(801) 583-3666

Opportunities for Learning Inc.
8950 Lurline Ave., Dept. JK56
Chatsworth, CA 91311

Pathescope Educational Media Inc.
71 Weyman Avenue, New Rochelle
New York, NY 10802

Pelican Publishing Company
630 Burmaster Street
Gretna, LA 70053

PICA Foundation
301 Hawthorne Lane
P. O. Box 4487
Charlotte, NC 28204
(709) 334-6444

Prakken Publications Inc.
416 Longshore Drive
Ann Arbor, MI 48107

Prentice-Hall Inc.
Englewood Cliffs, NJ 07032

PREP Inc.
1575 Parkway Avenue
Trenton, NJ 08628
(609) 882-2668

Pruett Publishing Company
3235 Prairie Avenue
Boulder, CO 80301

Rand McNally College Publishing Co.
8255 North Central Park Avenue
Skokie, IL 60076

Readers Digest Educational Division
Pleasantville, NY 10570

Reading Education and Development Inc.
P. O. Box 226
No. Hollywood, CA 91603
(213) 762-2314

Redken Laboratories Inc.
School Department
6625 Variel Avenue
Canoga Park, CA 91303

Scholastic Magazines and Book Service
904 Sylvan Avenue
Englewood Cliffs, NJ 07632

Science Research Associates Inc.
155 North Wacker Drive
Chicago, IL 60606

Singer Company
Education Division
P. O. Bos 23570, Dept. C
80 Commerce Drive
Rochester, NY 14692
(716) 334-9080

South-Western Publishing Company
5101 Madison Road
Cincinnati, OH 45227

Special Education Materials Inc.
484 South Broadway
Yonkers, NY 10705

Talent Assessment Inc.
P. O. Box 5087
Jacksonville, FL 32207

Teachers College Press
Columbia University
1234 Amsterdam Avenue
New York, NY 62717

Teaching Aids Incorporated
P. O. Box 1798
Costa Mesa, CA 92626

Test Preparation Division
Contemporary Books Inc.
180 North Michigan Avenue
Chicago, IL 60601

The Bobbs-Merrill Publishing Company Inc.
Bobbs-Merrill Educational Publishing
4300 West 62nd Street
Indianapolis, IN 46268

PUBLISHERS CONTINUED

The Carroll Press
43 Squantum Street
Cranston, RI 02920

The Continental Press Inc.
Elizabethtown, PA 17022

The D. E. Supplier Company
P. O. Box 214A
Morrisville, PA 19067
(215) 295-0065

The Economy Company
P. O. Box 25308
1901 North Walnut
Oklahoma City, OK 73125
(405) 528-8444

The Goodheart-Willcox Company Inc.
123 W. Taft Drive
South Holland, IL 60473
(312) 333-7200

The H. W. Wilson Company
950 University Avenue
Bronx, NY 10452

The Mit Press
28 Carleton Street
Cambridge, MA 02142

The National Center for Research
in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, O' 43210

The Women's Educational Equity Act
Publishing Center
55 Chapel Street
Newton, MA 02160
(617) 969-7100
(800) 225-3088

Trainex Corporation
P. O. Box 116
Garden Grove, CA 92642
(800) 854-2485

TSC - A Houghton Mifflin Company
Dept. 19
Box 683
Hanover, NH 03755

Twin Oaks Publishing Inc.
Rehoboth. MA 02769

Valpar Corporation
3301 E. 34th Street
Tucson, AZ 85713

Vocational Biographies Inc.
P. O. Box 31, Dept. AD222
Sauk Centre, MN 56378

Vocational Filmstrip Company
A Division of Library Filmstrip Center
3033 Aloma
Wichita, KS 67211
(316) 682-5925

Vocational Research Institute
1700 Sansom Street
Philadelphia, PA 19103
(215) 893-5900

Waveland Press Inc.
P. O. Box 400
Prospect Heights, IL 60070
(312) 634-0081

Webster Division
McGraw-Hill Book Company
1221 Avenue of the Americas
New York, NY 10020

Wisconsin Vocational Studies Center
University of Wisconsin
Madison Publication Unit
Room 265 Ed. Sciences Building
Madison, NJ 53706

Xerox Education Center
1250 Fairwood Avenue
Columbus, Ohio 43216

Zaner-Bloser
612 North Park Street
Columbus, Ohio 43215